

ADVISING TEAM LEADERSHIP MEETING NOTES

Wednesday, February 13, 2019

3:30 p.m. -5:00 p.m.

x New Add/Drop/Withdrawal Form

- o Chairs not confident that instructors knowledgeable about prerequisite satisfaction, and wanted the additional signature lines oversight
- o Some Chairs understood that they were signing off only on their respective courses
- o Electronic form will not solve prerequisite checks or department best practices
- o Unity in expectations is needed from Chairs
- o McCune said she is still collecting feedback from Chairs and students
- o McCune benchmarked other campuses on their processes (CSU Dominguez Hills provides permission to add numbers to faculty to give to students. System blocks students who don't have appropriate pre-reqs)
- o Old form will be accepted by A&R through this semester

x Holds Proposal Update

- o Harpersaid it is on the February DCLC agenda

x Holds Placement

- o Gubkin wanted to know if there's a way to align all holds that are placed on students' records after Census day, and before 0du6 (t-3.3 ()10.<61 (a)10(u)-0.7 (d)-050.8 (o)-4 (h3 (.8 (o)/e