

ADVISING LEADERSHIP TEAM MEETING

Wednesday, April 24, 2019

BPA Conference Room

3:30 pm – 5:00 pm

Present:

Jennifer McCune, Lisa Zuzarte, Lori Paris, Liora Gubkin, Tanya Boone Holladay, Todd McBride, Yvette Morones, Belen Mendiola, Kim Flachmann, (invited for presentation) Marta Ruiz- Admin Support

Absent: Mark Evans, Vikash Lakhan, Dena Freeman, Patton, Aaron Hegde

Action Items:

- ¾ J. McCune will check with Debra Jackson about defining appeal process for English and Math during the regular academic school year and also for Early Start.
- ¾ J. McCune will ask Debra Jackson about sending something out to the CSUB community to let them know Jac Whitaker, is the new staff member assigned to Early Start.

Meeting Notes:

Graduation Application Process

- ¾ J. McCune states after May 1st, paper applications are no more.
- ¾ J. McCune Once a student has reached 90 units, they will get an email letting them know that they are eligible for graduation. This email will go out on May 1st. It will be for Spring 2020 or Summer 2020. This is only for graduation applications.
 - o Fall 2020 is not in there because we do not want them to start applying for it yet.
 - o Fall 2019 is technically closed but there is a way for us to flip that switch for that student is the advisor calls the Admissions and Records office and they know the student is eligible for graduation.
- ¾ J. McCune went over the online process for students to submit their graduation application;
 - o Once the student has applied, she will receive an email confirmation letting them know the application was received and instructions on how to pay online.
 - o A service indicator will be added to the account, it does not prevent them from registration, just prevents them from ordering diplomas, in the email they will also be able to update their own diploma name and diploma address. This will also be in the confirmation email.
- ¾ J. McCune- We have outsourced all of the diploma printing and mailing.
- ¾ J. McCune- All communication will be in comgen, students will receive these letters in their email and their message center. She is working on getting access for the advisors to be able to view the comgen letters that go out to students. Hopefully this can be done by next week. If then:
 - o If they are doing outlines when will they need to be submitted and to whom?
 - o A lot of concern about the workload.
 - o Are there requirements that you want? If the ASC generates it, is it okay if the ASC need a chair signature?
 - o J. McCune- Request having a memo from the department chair indicating who they are appropriate to do that. Send this memo to Jennifer McCune.
 - o J. McCune- We are trying to identify the teams in Admissions and Records. Our goal is to have evaluators who will work with grads moving forward. Each department will have their own coordinators.
 - o J. McCune- We are no longer required to put major GPA on the transcript.

- ¾ J. McCune will ask Debra Jackson about sending something out to the CSUB community to let them know Jacob Whitaker, is the new staff member assigned to Early Start.
- ¾ K. Flachmann States she does get passionate about things that she knows are right. She is not going to refuse appeals, she will be very fair and if she feels the student does belong in a specific class, support the student.

Scheduling

- ¾ K. Flachmann—She scheduled full English courses, only has 15 Stretch, which is amazing. Block scheduling interferes with full scheduling. V. Harper said if we take the half of the stretch, the 1109 and we move them around to fit the block schedule in the Spring?
- ¾ L. Gubkin Because there are 40+ in 1109 students, for the Stretch people we do them last, the instructor will follow the sections and the cohort. The instructors agreed to move, they just need to know when their sections are, and they will move with their cohort.
- ¾ K. Flachmann Is trying for the first time, she made every two sections are the same instructor, as if students leave a section, or we need to collapse sections, she still has an instructor with a cohort, and we can combine those classes.
- ¾ T. Boone-Holladay— There is a subgroup in Block Scheduling working to figure out how to do block scheduling with 100% of our students. Maybe working with Dr. Flachmann, we can make it work in a way that works best for the students. We are looking at partial blocking, we have subgroup working on that, moving forward we will keep English in our minds and potentially call you in.
- ¾ B. Mendiola –Asks for clarification on flexibility, can students change in the section but keep same instructor?
 - o K. Flachmann If you can find a common time, keep them together and put anywhere you want. If you are sharing a section, and everyone can not attend the same section you can move them around individually, it is not ideal but it can be done. Maybe we can have a “catch” section.

Advisor Professional Development

- ¾ L. Gubkin— World View and Diversity training. It could be a Summer Professional training, in addition to Mike Lee from Humboldt. it’s called Building Bridges, I thought of this for consideration, in July “We Should Talk About World View and Identify Reflection,” in August “Worldview Engagement and Exploring Bias.” Wants to know if advisors would be interested. Advisors are interested in this.
- ¾ B. Mendiola suggests there should be stickers or something showing the advisors have been trained in different areas.
- ¾ J. McCune will be seeing Mike Lee at a meeting in Pomona, hopefully she has a specific date for his attendance.

GE Petitions Work Flow

- ¾ Y. Morones has an original petition from a student who took GW1 (e)-3 r 0 Tr3 (io)-6(th)16. thioa.6 (rl)10.6 (d)

- o Once Lori approves it, GE's student assistants hand delivers it to Diane Wiggins, from there Diane will send it to Admissions and Records for imaging. A letter/email will be generated from GE office saying it has been approved, this will be sent to the student and cc the advisor.
 - o If it is not approved, a letter/email will be generated saying it is not approved and it will be filed in the GE office. This will be sent to the student and cc the advisor.
- ¾ Lori Paris, Yvette Morones, Belen Mendiola, Liza Zuzarte will have a sidebar conversation about workflow.
- ¾ L. Paris would like to come up with cohesive language for this letter/email.
- ¾ This item will be moved to the parking lot when you are ready to report back someone sends J. McCune an agenda item.
- ¾ Next Meeting May 8, 2019

Moved to Parking Lot

- ¾ Midterm Progress Report
- ¾ Advising Framework

Adjourned: 5:05 pm