

## ADVISING LEADERSHIP TEAM

Wednesday, August 29, 2018

BPA 134

3:00 – 4:30 p.m.

### Present:

Vernon Harper, Vikash Lakhani, Lori Paris, Tanya Boone-Holladay, Mark Evans, Liora Gubkin, Lisa Zuzarte, Todd McBride, Yvette Morones, Marta Ruiz

### ALT AY-18/19 Goals

1. Develop model of advising for each school that clearly identify roles and responsibilities for professional and faculty advisors.
2. Provide professional development opportunities for the training of faculty and professional advisors
3. Understand what is driving the errors in the transfer eval process and grad check process
4. Continue to evaluate the advising function here at the university

### Action Items:

- Liora will develop a charge statement to be distributed at the next meeting.
- RECOMMENDATION: ONBASE should be a school wide system not per school. The ALT will draft a recommendation for central funding of Onbase for Provost's Council.
- Give access to ALL professional advisors to lift the Major/Minor hold.

### Meeting Notes:

- Meeting called to order at 3:00 p.m.
  - Introduced new ALT members
1. **Review Goals set for the AY18/19 per Provost.**
    - The Provost would like the ALT to be able to tackle issues as they relate to advising and be able to build and create policy in a way that is more transparent.
    - Have activities be circulated and known and have actives be more broadcast
    - Each school should have its own conception of advising, to be more specific and that to be vetted within the schools. This will be school based document.
    - ALT will work by creating policy and have those polices approved by Provost Council, DCLC and the Senate.
    - The ALT would have the authority to recommend policy for professional advisors, but ALT has no authority to make policy over faculty
  2. **Change Forms**
    -

- Notes on website and distributed to SSN

### 3. Charge Statement

- ALT will draft something and bring it back to next meeting, requested volunteers to do at least a paragraph.
- Liora will lead us through the Charge statement on the next meeting.

### 4. Relationship to SSN

- Relationship with SSN and ALT is not clear - What is its policy-making authority over school advisors in terms, how ALT feeds into the SSN and SSN feeds into the ALT.

### 5. Additional Items–

- Catalogs have gone away they are only links – curriculum changes and trouble pulling original
- Updates not being communicated on to advisors, if catalog is up to date it will help advising and advisors.
- Investigate a University Wide Curriculum Committee and to present to the Senate, University wide curriculum committee can set dates on which updates to the catalog can take place. It is a faculty governed committee.
- New advisors have no training
- Training for new faculty was requested, to enhance we can try
  - Workshops
  - Physical manual.PDF
  - Blackboard site
  - One location for policy to be not all over the place
  - Physical manual -PDF
  - Black board or workshops – Which will work better?
  - Workshops are important- have them added to manual in addition to having it on the website.
- Get to the errors and see what the errors are about- some errors do go back to catalog
- There are areas where there are other factors. Everything feeds into the catalogs and evals

### 6. ITS (Faust G. Visit)

- August 17<sup>th</sup> launched Unified Documents System to the Business Administrative Services (OnBase),
- What happens to ALL paper forms? As documents are created and sent out, do they replace paper form? It can but you can scan docs and make electronic- we don't want that done it is less efficient.

- Working online with working paper forms and getting signatures gets more access issues. While it is electronic it will be on emails and still online.
-

- Who do you want to have access to responses for grad check and denial access in your school? Send a list. Also, list of ASC's in your school to have grad check and denial access.

**Adjournment**

**4:30 pm**