

ADVISING LEADERSHIP TEAM MEETING  
Monday, October 7, 2019  
ENROLLMENT MANAGEMENT CONFERENCE ROOM  
2:00 pm –3:30pm

Present: Jennifer McCune, Marta Ruiz (Admin Support) Adriana Sixtos, Debra Jackson, Elaine Garcia, Lisa Zuzarte, Melisa Medina Cruz, Todd McBride, Yolanda Moreno

Absent: Seung Bach, Vikash Lakhani,

Guest Speaker: Dwayne Cantrell

Meeting began: 1:55 pm

¾ Advising/Registration Timeline for New Students

- x D. Cantrell – We are looking at deadlines this year this cycle. Internally we have added Preliminary Transcript Deadlines that we will add for students to be able to receive more information from them earlier.
- x January 6 is the application deadline
- x April 1<sup>st</sup> is the system wide deadline where an admissions decision has been made and sent to the student
- x A proposal is being discussed to move First Time Freshman registration and Transfer Students registration to late May/early June 2020
- x Preliminary transcripts for transfers
- x April 27, 2020, Registration Day
- x Strong advocacy to move the application deadline to November 30<sup>th</sup> this will align us with all CSU's.
- x D. Jackson A

- x The recommendations for Progress Report interventions included that students will receive an email directly indicating they are at risk, once the Progress Report is submitted by faculty. Due to the sunset of GF, this is no longer possible.
- x As advisors see students for advising appointments, the centers will make a conscious effort to look at the progress report screen in GradesFirst to see if there is anything there that they need to speak to the student about while they have the student in front of them.
- x Schools will also send communication to the students ~~to~~ ~~are~~ marked as “at risk”, each school had a different idea of what that would look like.

¾ GE, Major, Minor or GWAR Course Sub & Waiver Form

- x L. Zuzarte- We have a draft for the Course Substitution or Waiver Form, ~~this~~ was shared with team members.
- x In Peoplesoft and electronic workflow, we do not have a ~~link~~ ~~to~~ resolution for GE Course Substitutions or Waivers. The recommendation is to use this hardcopy form, Course Substitution or Waiver Form.
- x If you have a ~~major~~/~~minor~~ course substitution it should be submitted through PeopleSoft staff, professional advisors and faculty advisors ~~have~~ this functionality. The goal is to have them go through Peoplesoft where we have that availability, it is almost immediate ~~to~~ ~~track~~.
- x Workflow- The student meets with the advisor, they determine what type of request they want, the advisor has all the required documentation, the advisor takes it to the chair or whichever office it needs to go to next, if it is GE, they know what they need to do.
  - o GE Course Waiver is only done for Transfer Students, the AVP for Academic Programs is the only person that can approve it.
  - o We do not waive GE courses for native CSUB students.
- x L. Zuzarte will make discussed edits to the form, discuss the form with ~~Louis~~ ~~Pard~~ and get back to the committee.
  - o The form will be fillable and shared.

¾ List of Approved & Active Plans (UBAC and PBAC Programs)

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