

ADVISING LEADERSHIP TEAM MEETING  
Monday, October 21, 2019  
ENROLLMENT MANAGEMENT CONFERENCE ROOM  
2:00 pm –3:30pm

Present: Jennifer McCune, Marta Ruiz (Admin Support) Adriana Sixtos, Debra Jackson, Elaine Garcia, L. Gubkin, Melisa Medina Cruz, Yolanda Moreno, Vikash Lakhani, Seung Bach

Absent: Lisa Zuzarte, Todd McBride

Meeting began 2:01 pm

¾ Advising/Registration Timeline for New Students

- x Follow up to Dr. Cantrell's visit last meeting regarding the possibility of moving registration for new students further back in the year.
- x E. Correa SSE Advisors would like for the dates to be pushed back to when they are not already advising students.
- x Y. Moreno NSME had four advisors request to have it pushed July is too late. It would be great to receive a proposal with potential dates.
- x A. Sixtos -A&H votes to push back dates, agrees that a proposal with potential dates would be helpful. Also asked that we be sure to include evaluators in the discussion.
- x J. McCune will ask D. Cantrell for a date proposal and will try to have it by the next ALT meeting.

¾ Phone Appointment Proposal Review

- x The committee discussed the language of the document, came up with some edits.
- x L. Gubkin will make the edits to the phone appointment proposal review and send via email asking for feedback. Once it is approved by the committee she will send it to J. McCune for submission to SSN.

¾ Midterm Progress Reports

- x

- x One-call for applications due December 1, 2019. Review criteria need to be given out with the call for applications.
- x The Review Committee (Associate Deans + Dr. Cantrell [or designee]) assesses proposals at the beginning of December, with decisions being sent out prior to holiday break.
- x Some conferences that we can accept proposals for are:
  - o NACADA in Palm Springs in April
  - o California Collaborative in March

Documents that were handed out

- x Professional Development Funds Request Form
- x Professional Development Subcommittee
  - o Recommendations for ALT: Re: \$30,000 budget for Professional Development

Meeting adjourned: 3:30 PM