

## ADVISING LEADERSHIP TEAM MEETING

Wednesday, November 7, 2018

EDU 123 Conference Room

3:00 pm –4:30 pm

### Present:

Liora Gubkin, Lisa Zuzarte, Tanya Belknap, Todd McBride, Vikal Lakhani, Yvette Morones, Vernon Harper, Marta Ruiz (Admin. Support)

### Absent:

Mark Evans

### Action Items:

- ¾ V. Harper will meet with Senate next Tuesday, November 13<sup>th</sup> and he can ask Senate this question. "If we make changes to a form with no changes to policy can the ALT move forward and build new forms?"
- ¾ Lisa will check the catalog copy to see if there is anything in the catalog showing if the chair's signatures are required.
- ¾ V. Lakhani will check with Faust on making this form paperless.
- ¾ Meta Majors- Will be the 1<sup>st</sup> or 2<sup>nd</sup> item in the next meeting.
- ¾ V. Harper will send out a document from EAB regarding Meta majors for everyone to take a look at it before the next meeting.

### Meeting Notes:

#### IT OnBase Petition for Exception Form:

- ¾ V. Harper wants to know how everyone think about how this form needs to be approved? Does this need to be sent to senate as a complete we need you or approval for this?
  - o Members would like to have clarification around governance pieces. A lot of the things we to do as a group are about policy, what we do is clean up processes and procedure. We are making a process of a form clearer for students, so we should not have to take it to the Senate.

#### Yvette- Course Need Issue

- ¾ All upper division B is closed we need more upper division B and B2 is a little low.

#### California Government Require and AP Exam

- ¾ We have about 100 students that have taken the AP exam earned a 3 and believe they have satisfied the California Government Requirement, but they actually do not satisfy the requirement, yet they are ready to graduate. It seems that some advisors did not know to advise the students that have earned a 3 in the AP, that they still need to complete this requirement.
- ¾ V. Harper brought this issue up the Chancellors Office, CO stated we have the following options:



- ¾ L. Paris stated they are getting substitution requests when the course is already being counted in peoplesoft, it is showing in the proper area. Advisors are not seeing the substitutions are already in peoplesoft.

Group Advising Policy:

- ¾ The Provost prefers to call Ashley letting her know what we are going regarding group advising.

Major/Minor signoff:

- ¾ Why do we need a signature from the department chair to change a major?
- ¾ To show the advisors the student is directed in the right direction.
- ¾ Member asks we look at major/minor form and add choices to make the form clearer.
- ¾ Professional advisors do this form online, it does not need any signature.
- ¾ A suggestion was made to making this an automatic choice, so the students can make the choice themselves.
- ¾ A suggestion was made to make it an online form.
- ¾ Make it on to a workflow, make the form paperless.
- ¾ V. Lakhani After the second or third year, how many times can a student change their major?

Next meeting on November 21st cancelled due to the Thanksgiving holiday.

Adjourned: 4:25 pm