**ADVISING LEADERSHIP TEAM MEETING NOTES**Monday, October 25, 2021
Zoom Meeting 2:00 pm - 3:30 pm

**Present:** Luis Vega, Liora Gubkin, Christina Ramirez, Gabriela Ochoa Vega, Yvette Morones, Karlo Lopez, Eva De Leon, Melisa Medina Cruz, Seung Bach, Deanne Perez-Granados, Deisy Mascarinas (Admin support)

**Absent:** Ilaria Pesco, Lisa Zuzarte

**Guests:** Jennifer McCune, Jason Ferguson

**Meeting began at 2:00 p.m.**

**Spring 2022 Enrollment**

J. McCune shared that the deadline for admissions enrollment is November 1, 2021, and as of now 444 students have been matriculated. Of those 444 students, 374 are ready for advising. The other 70 still need some grades and documents in order to be approved and ready for advising. In addition, to those 444 students there is also 116 students that have yet to submit their intent to enroll.

**Advising- Update from Statewide Meeting**

* There was no Statewide Meeting, but two webinars were provided.
1. **Retention and Graduation Initiatives Webinar**- Case Study of school who was successful with having only one advisor for 900 students, through the implementation of mandatory advising, use of their own version of RunnerConnect, and the use of peer advisors.
2. **Equity Gaps Focus of GI2025 Webinar-** Discussion of what is coming for campuses to close equity gaps and meet GI2025.
* The next Statewide Meeting will take place 10/28/2021, it will focus on the classification of advisors and personnel issues related to contract and working conditions. L. Vega will report what was discussed in the next meeting.

**Academic Petitions Processes and Advisors’ Roles**

* L. Vega shared that they are trying to do what the registrar has done with putting petitions online. They are also trying to fix the problem of them being sent to the wrong person and other issues. Additionally, they are working on expediting petitions that involve either a student with less than 60 units, who has been academically disqualified, and needs to go to a Community College/complete 60 units with a C average, or do Extended University and get three B grades in 3 courses (9 units). Or a student with over 60 units in similar circumstances who needs to take two courses and get B grades or be out for a year.
* He also added that the petition process is slow, because students need a lot of help filing out the petition. To make the process faster, they have been working on implementing a system that will make the process faster and easier for everyone involved using AdobeSign. This system involves the petition to be filled online with the help of advisors.
* There will need to be approval from both Faculty Advisors and Professional Advisors before this process is implemented.
* K. Lopez shared that the Department Chair is also essential in this process. He shared his concerns on putting a student back into a course that they may not be able to pass and called for a need to ensure that they are being placed in a course that will help them be successful.
* J. Ferguson shared the AP Petition for Exception DRAFT. The process involves the filling out a form to receive the petition document, then the student must fill out and sign the petition document. After completing the document, it will be sent to the advisor for a signature, or in cases involving the taking of a course for the third time, it will also be sent to the Department Chair.
* Y. Morones stated that if they wanted to get advisors to help with the process, the deadline would need to be changed as it coincides with advising dates.
* The committee agreed on changing the wording on the document as well as the information to make it easier for students to understand it.
* K. Lopez stated that students should also be walked through the application process to better understand what is being required of them, and what they should put based on their situation.
* J. Ferguson, L. Vega, and D. Mascarinas will continue to work on this process so it is brought back for vetting, as well as consulting with the Faculty Advising group.

**Advising Mission, Assessment Metrics, and Closing the Loop**

* Coordinated Care (Case) Management to help close Equity Gaps and meet GI2025 goals is something that is being considered for implementation across all Cal States.
* L. Vega shared his responses to a Rutgers Univerisity survey which reflected where the CSUB campus stands in providing resources to help students be successful. The survey provided examples of metrics that can be use to measure the academic advising process.
* Moving forward the committee should investigate what to do to support students and how to go about collecting data.
* The committee also agreed that they need to work with faculty advisors to be able to accomplish these goals.

**Meeting ended at 3:30 p.m.**