



OFFICE OF THE PROVOST

**MEMORANDUM**

DATE: November 12, 2015

TO: Dr. Joseph F. Sheley  
President

FROM: Dr. James T. Strong  
Provost and Vice President for Academic Affairs

Dr. Suzanne Espinoza  
Vice President for Enrollment and Student Affairs

SUBJECT: University Task Force on Advising

On October 6, 2014, you created the University Task Force on Advising with the following charge.

The Task Force will be asked to review and synthesize recent discussions on advising at CSU Stanislaus, review best practices here and elsewhere, and make recommendations to me concerning directions to pursue in the way of meaningful improvements in the campus's advising relationship with our students.

Provost James Strong and Vice President Suzanne Espinoza will co-chair the Task Force whose membership will include three students recommended by ASI, three advising specialists from Student Affairs recommended by VP Espinoza, and three faculty members (one a department chair) recommended by the Academic Senate's Committee on Committees. I have asked each of those entities for the recommendations in question as soon as possible. Dean Reza Kamali of the College of Science will serve as a member of the Task Force. As well, community member John Ervin III has accepted my invitation to join the Task Force. John brings a wealth of experience in both K-12 and community college advising. Finally, in line with feedback from the campus community, I have added a member to the Task Force – Penny Rutishauser from Student Records – to offer counsel on technical IT issues pertinent to records linkage.

The University Task Force on Advising Members are as follows:

1. Dr. James T. Strong, Provost and Vice President for Academic Affairs (Co-Chair)
2. Dr. Suzanne Espinoza, Vice President for Enrollment and Student Affairs (Co-Chair)
3. Dr. April Aleman, Assistant Professor of Nursing (participated in Task Force meetings from November 2014 to May 2015)
4. Dr. John Ervin III, Community member and Adjunct Counselor/Advisor Modesto Junior College (participated in Task Force meetings from November 2014 to February 2015)
5. Ms. Tammy Giannini, Academic Advisor, Advising Resource Center

ONE UNIVERSITY CIRCLE • TURLOCK, CALIFORNIA 95382 • WWW.CSUSTAN.EDU • PHONE (209) 667-3203 • FAX (209) 664-7003

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6. Ms. Bianca Gonzalez, ASI appointed student member (participated in Task Force meetings from September 2015 to current)
7. Dr. Mark Grobner, Interim Dean, College of Science (participated in Task Force meetings from September 2015 to current)
8. Dr. J. Martyn Gunn, Associate Vice President of Student Services
9. Ms. Hailey Holm, ASI appointed student member (participated in Task Force meetings from November 2014 to May 2015)
10. Dr. Reza Kamali, Dean, College of Science (participated in Task Force meetings from November 2014 to May 2015)
11. Ms. Meg Lewis, Deputy Title IX, Campus Training Manager and formerly Academic Advisor in the Advising Resource Center
12. Mr. Noriel Mostajo, ASI appointed student member (participated in Task Force meetings from September 2015 to current)
13. Dr. Mechelle Perea-Ryan, Associate Professor of Nursing (participated in Task Force meetings from September 2015 to current)
14. Dr. Stephen Routh, Chair of the Department of Political Science and Public Administration and Professor of Political Science
15. Ms. Penny Rutishauser, CMS Project Manager, Enrollment Services
16. Ms. Mariam Salameh, ASI President (participated in Task Force meetings from November 2014 to May 2015)
17. Ms. Cheree Wisniewski, ASI appointed student member (participated in Task Force meetings from November 2014 to May 2015)
18. Dr. James Youngblom, Professor of Biological Sciences

The University Task Force on Advising began meeting on November 7, 2014, and held two-hour meetings every two weeks until May 15, 2015. Starting on September 18, 2015, the Task Force held two-hour meetings weekly until the recommendations were finalized. The Task Force reviewed as many of the relevant documents, policies, reports, and minutes created at Stanislaus State over the past decade that could be located. These documents will be on the University Task Force on Advising website, currently under development. Best practices in advising were reviewed via national reports and webinars. Campus best practices and areas in need of improvement were identified through focus group interviews of students and staff, an extensive survey of stakeholder groups, and a review of previous documents and reports. This process led to the attached report that includes 22 specific recommendations. The Co-Chairs and/or The University Task Force on Advising would be happy to meet with you and discuss the report if desired. The Task Force plans to hold open forums to discuss the report and recommendations with the campus community and consider the feedback. Please communicate any specific questions or points you would like raised in the open forums.