# Meeting Notes – Dec. 2, 2016 Noon to 2 PM UU-102
Steering Committee of Semester Conversion

## PRESENT
Lael Adediji, Diana Balgas, Elizabeth Bergman, Jeff Bliss, Paul Carpenter, Matt Collins (for Phoebe Kwan), Linda Dobb, Hendrix Erhahon, Mike Hedrick, Caron Inouye, Xinjian Lu, Lindsay McCrea, ZaNean McClain, Veronica Salvador, Maureen Scharberg, Angela Schneider, Jason Smith, Mitch Watnik, Donna Wiley, Dianne Rush Woods,

## ABSENT
Stephanie Alexander, Vicki Cosgrove, Jeff Bliss, Julie Glass, Mark Karplus, Louis Ramos,

## GUESTS
Jason Smith (for Stephanie Alexander-CAPR)

## AGENDA

### MINUTES
- Motion to approve agenda: Hendrix Erhahon/Paul Carpenter/Passed
- Motion to approve minutes: Donna Wiley/Lindsay McCrea/Passed

## 1. IAP Demonstration (Time certain) – Wendy Chen

- Agenda and Minutes approved after Wendy’s demonstration of the IAP
- Wendy Chen, Business Analyst – People Soft gave a demonstration/presentation on the new up and running Individual Advising Plan (IAP) that allows students and advisors to plan the student’s future courses to assist in moving them successfully to graduation in 4 years.
- The demonstration included the addition of the new button that helps the advisors identify what course attributes are currently approved for the GE.
- Committee members asked questions, voiced concerns about the IAP, such as how to deal with students making changes to their IAP’s, what then? Wendy reminded the committee members with these concerns to keep in mind that the IAP is a “road map” for students that has been approved by the advisors. If the student makes changes after IAP has already been approved, it will show what the advisor(s) approved initially.
- Training sessions for faculty and staff on the IAP are planned for early January.

## 2. Report of the Directors - Mike Hedrick/Lindsay McCrea

- Mike reported that the Time Module voted and passed Senate on Tuesday, November 29, 2016. The senate approved Time Module 3 with the U-hour at noon on Tues/Thurs. There will be a three year review period and assessment-details to be worked out by ex com.
- Lindsay and Mike met with the Provost who will make sure the Deans, Chairs use the Time Module 3 to begin plugging in their curriculum.
- Lindsay reported that the Student Guide to the IAP posted to the student page.
- The advisor guide to IAP is also posted on the faculty and staff page under Advising Resources. Maureen will send the Advising Handbook for posting to the student page.

## 3. Report of Subcommittees

### Report of the Subcommittees

- **Administrative Support – Veronica Salvador (for Glen Perry)**
  - Veronica reported that the SC ASSC meeting was cancelled on Thursday, Dec. 1, 2016. However, still moving forward. Catalogue review is underway and everything is “green” on the DA report.

- **Co-Curricular Support – Diana Balgas**
  - Diana reported that the Mike and Lindsay shared IAP updates at the Co-Curricular and Student Support subcommittee meeting that took place this
morning (Dec 2, 2016).

- Diana also reported on feedback given to some of the CCSS subcommittee members by their cohorts from campus that have already experienced semester conversion. Bakersfield’s feedback was that SC conversion didn’t go as smooth as they’d hoped, mainly scheduling issues.
- The CCSS subcommittee also worked on the Co-Curricular Milestone calendar. Lots of activities happening in the spring. Looking at activities for the summer for students who are staying on campus.
- Will continue to map out different activities to plan for the summer and each of the breaks that support students, staff and faculty.

**Communications – Lindsay McCrea**

- Lindsay ordered feather banners with a focus on Student Advising. She and Larry will handle the placement of each of the banners around the campus in the New Year.
- Strategies on how best to push information out to appropriate student groups on advising and the IAP is currently under discussion.
- All GS freshmen and transfers visits are completed and freshman are already showing up for advising.
- More information should go out to faculty and chairs about curriculum cross-walks.

**Faculty Development – Mike Hedrick (For Mary D’Alleva)**

- Mike reported that the Faculty Development subcommittee is continuing to work on the IDEA book on Blackboard.
- “Work smarter, Not Harder” Workshop scheduled for Feb. 8

**Student Advising – Maureen Scharberg**

- Maureen reported that the IAP is up and hoping more students will use it. Need to have messaging mechanism for students who are looking to start their IAPs.
- Adding faculty advisors and requesting information from Associate Deans.
- Student Handbook waiting for graphic artist.
- Free WST – sold out. Provost allowed an additional 2,000. Hoping we can keep the WST free for 2017. Nina is trying to add more WST test dates by next week.
- Retention rate for all 2015 went down to 76%. Students have a lot of holds – 1/3 freshman need to clear holds before they can register for classes. (??)
- 1,100 Title 9 holds.
- Successfully used messaging mod going live in mid-November. Will try to crash and field test.

**Report on APGS – Donna Wiley**

- Donna reported that all but one degree program in CLASS was approved by college curriculum
- Still waiting for C’s
- Everything out of colleges in various stages.

### 4. Report of Senate and Student Committees

**ASI – Hendrix Erhahon**

- Hendrix is happy about U-hour passing. Plans to incorporate SC/U-hour Town Hall in winter.
- Discuss tuition increase for 2017
- Senate committee will freeze Ad Hoc committee and will merge into ASI Senate so they can come to the semester conversion steering committee meetings. Want to see more ASI members attend.
- Discussed having senators for specific student groups (freshman, international, seniors, etc…different demographics). This will be reflected in referendum in the spring

**CAPR – Jason Smith**

- New 5 year program review schedule has been approved.

**CIC – Mitch Watnik**
• Mitch reported that they knocked out business and almost done with science. Should be done by end of winter quarter.
• Programs look good. Good road maps and feels that faculty put lots of thought into programs.
• Donna feels the committees have been taken very seriously – impressive.
• Having meetings the second, fourth and fifth Monday to approve undergrad programs.

**Ex-Com**

• No report – Mostly Time Module

**FAC – Elizabeth Bergman**

• No report

**FDEC – ZaNean McClain**

• ZaNean wanted to know if everyone has taken the CSUEB Climate survey
• ZaNean had questions regarding the Overlays and approvals. All three overlays approved last year

**GE – Mitch Watnik**

• GE applications must be out today for the 2018 catalogue.
• Working on approving classes for GE and Overlays.
• Approved a lot of courses – some sent back for more detail.
• Discussed issue of 4-unit upper division courses. GE subcommittee felt 4 unit classes would meet requirement. This is an on-going issue.

**2017 Suggestion – Mike Hedrick**

• Moving forward Mike suggested that the SC Steering committee think about the next quarter structure. Do we want to make modifications? Do we want to cut back on subcommittees, etc. We may want to rethink the structure. If we’re fine with the way it is now, no change is needed.

*Happy Holidays!*