Meeting Notes – March 10, 2017 Noon to 2 PM UU-102
Steering Committee of Semester Conversion

PRESENT
Stephanie Alexander, Diana Balgas, Larry Bliss, Paul Carpenter, Matt Collins (for Phoebe Kwan), Hendrix Erhahon, Julie Glass, Mike Hedrick, Caron Inouye, Mark Karplus, Xianjian Lu, Lindsay McCrea, ZaNean McClain, Glen Perry, Veronica Salvador, Maureen Scharberg, Angela Schneider, Jason Smith, Mitch Watnik,

ABSENT
Vicki Cosgrove, Linda Dobb, Louis Ramos, Donna Wiley, Dianne Rush Woods,

GUESTS

AGENDA MINUTES
Motion to approve agenda: Lindsay McCrea/Julie Glass/Passed
Motion to approve minutes: Lindsay McCrea/Paul Carpenter/Passed

1. Report of the Directors – Hedrick/McCrea

- Mike addressed article published in Cal State Eastbay Newsletter that contained incorrect quotes. He informed the steering committee members that he’s asked them to retract the article until he makes changes. Workload task force will be added to the article.

2. Report of the Subcommittees - All

- Admin Support:
  - Discussed issues around student catalog rights (see doc #2-Student Election of Catalog Rights during Semester Transition).
  - Discussed workload and continuing degree audit. Fortunate that we are 99% with all quarter level degree audits. One outstanding, but all else are in production. Working on first 9 semester versions of degree audit. Received program information for 56 programs. As courses are loaded we will begin to prioritize additional audits as data becomes available.
  - Working group has forwarded recommended policies going through senate for review. Angela creating draft registration calendars for 2018-2020. Hopefully ready for show at next steering committee meeting on April 14, 2017. Should be close to final forum with all appropriate dates.
  - Continue to work on implementation of policies as they are approved. Committee members working with staff on transition plans.

- Co-Curricular Support:
  - Mike and Lindsay provided update of referral for committee to examine U-hour for activities assessment, etc. Although spring 2018 was initial date to come up with plan, however, it was decided that date may be too late so will try for winter 2018. Will share information as things are developed so people have idea of direction we’re going.
  - Looking at current charge and making modifications. Currently meeting once a month, but in light of new task we have been asked to conduct, we will collaborate with other committees on academic related activities that will be happening during u-hour. We will collaborate with faculty development, using task force as a way to combine our efforts.
  - Milestone still remains. Will continue to focus on this during our meetings.

- Communication:
  - Lindsay announced a new member to the communications subcommittee, Jesse Cantley.
  - New banners going up first week of new quarter. Working with new people to do the installing.
  - Tentative dates have been made for all transfer orientations.

- Faculty Development:
- Planning workshops over spring and thinking ahead to next year. Discussing what charge will be moving forward. Awesome workshops coming up: demystifying, teach smarter, not harder with rubrics, how to handle major advising; mentoring; redo of the teach smarter not harder w/o rubrics; working with mike help to facilitate CSULA and Bakersfield folks coming up to participate in faculty development workshop.

-Student Advising:
  - Announcement for faculty advising fellows complete. Will be ready spring quarter. IAPs coming along. Writing skills test will have new stats once spring quarter begins.
  - WST will be free until the end of spring quarter and back. Once summer quarter begins, the $25 will be back on.
  - Advising subcommittee decided they want to continue meeting after the semester and will tweak their current subcommittee charge.

-Report of the APGS
  - Donna not available

4. Report of the Senate and Student Committees:

ASI – Hendrix Erhahon
  - Nothing to report. However, ASI is focusing on advocacy; efforts on increases will be at CLAS this weekend for funding from Governor Brown. There were two town halls about this. After this month they will find out about tuition increase.
  - Due to scheduling, school work, etc. Erhahon has been absent from some of the steering committee meetings.

CAPR – Stephanie Alexander
  - Continuing to work on incorporating revisions.
  - Reviewing annual reports about required academic reviews.

CIC – Mitch Watnik
  - Few things sitting in his to do list. However, the biggest is, we passed some catalog language regarding policies, for example GE requirements for student C:3 is now well defined.
  - Passed a lot of programs and can now see the light at end of tunnel. Waiting on a few straggler programs.
  - Writing skills subcommittee is going to have a document coming to senate about proposing a course that is second tier. Document forthcoming regarding clarifying the clarification document from last year. Lot of “cloudiness” in that document. Will need to put some specific policy rules down.
  - Passed graduation filing policy from registration office. Hard deadline of second week of the quarter for following quarter. Move to semester there will be priority deadline to grad on time. Other issues in that policy regarding graduation.
  - There are a few more policies and catalog language into pipeline.

Ex-Com
  - Doc on ExCom just approved: 16-17 BEC-8 (??), spelled out details of three year pilot. The President approved.
  - Model #3 had amendment about three year pilot: arranges for future ExCom no later than 2018 to develop task force with faculty, staff and students. Will have recommended suggestions for model. Ex com will have agenda item each term for discussion of the timeline model. Includes nature of U-hour and other topics.
  - Documents are in the pipelines. Looking forward to senate meeting in spring April 4. One doc that has semester conversion implications is CIC56-Graduation filing policy.
  - One document on first ExCom agenda for May 28 is 16-17 CIC-69 – Semester Catalog Issues will be posted early next week on the agenda.

-CIC 11 policy on class standing under semesters
4. Subcommittee Charges

- Mike asked each subcommittee to review their charges to see what each of you have discussed. Looking at timeline, three more meetings: April 14, May 4, and June 2. Subcommittees should have something to report by the May 12, 2017 semester conversion steering committee.

**FAC – Linda Dobb (report read by Lindsay McCrea)**

- Several revised policies, including Department Chair Appointment and Review, Rights of Faculty in FERP, and Post-tenure review of faculty, have had a first reading in the Academic Senate. It is anticipated that they will pass when next presented at Senate on April 4.
- Semester changes to the Constitution and Bylaws and to the Office Hours policy have been passed by FAC and will be on the Mar 28 agenda of Excom.
- The RTP subcommittee continues to work on revising the RTP document for semesters.
- The Committee Chair continues to serve on the Faculty Workload Committee.

**FDEC – ZaNean McClain**

- Reported on information received from Chief of Police regarding the necessity of reporting any experiences you have with hate violence, or hate incidents toward you or anyone else, please report to the University Police Department. People aren’t reporting until days after the incident, need everyone to report as soon as incident(s) occurs.
- Continue to talk about un-documented students, training, programs, dreamers
- Unconscious bias trainings were very successful.
- Members of campus community asked about anti sematic trainings and about doing other trainings in the area.
- Concern that schedules will be dropped in model with three and four units, on multiple days; wondering if everything will fit into this model. Rumors going round about on-line classes, Friday/Saturday classes; first generation students and students of color, please think about these students that are served on this campus.

**GE – Julie Glass**

- Continues to work on reviewing courses. All together sub groups have considered over 250 courses, many gone back and forth. The Official number approved is just over 120. Others in various stages of back and forth.
- Couple of policy documents forwarded to CIC concerning cross listing of GE courses. General nature of upper division science courses; how to handle transfer students, ie. B5….behind on official timeline but still feel doing very well.
- Mitch added that it may not be clear but he’s sitting on courses because he’s trying to put GE courses into buckets so it is easier. Trying to do this by department.
- Waiting for department to have majority of courses before document is put out. About 50 or 60 waiting…CIC says put them forth by department. It will become clear how many approvals GE has done thus far.
- Maureen is the gatekeeper before courses go to GE. She’s been approving courses and they’ve gone way down. Still a few out there but she feels confident bulk is with the GE subcommittee. Need to have completed by end of spring.
- Guided pathways will be out, working on logistics. Will be due at end of May. Encourages everyone to work with their office of sustainability.
Roundtable discussion from each subcommittee:

- **Admin Sup group:** Glen sent brief of small change for on going work through fall 2018. Will have to tweak implementation of policy to make sure they are complete.
- **Co-curricular** – Want to make some adjustments and incorporate first sentence to make more inclusive of academic programs, addressing potential problems, optimizing opportunities, etc.
  - In regards to the people soft application data (last bullet) the subcommittee feels this should be passed on to Glen's administrative support subcommittee. Diana will put on google doc for members to add too
  - Will be looking at membership and updating
- **Communication** - Meeting this Monday, but don’t see huge change. Membership has changed, and now includes director of ACE, and dean of undergrad studies due to moving into advising, a change that will continue into next year. Will discuss this further on Monday.
- **Faculty development** - Hopes to intentionally and specifically align with office of faculty development. Also talking about U-hour opportunities.
  - Lindsay suggest both committees should have a bullet saying they will collaborate with each other.
  - Julie G mentioned one of the workshops will be leveraging U-hour for student success – engaging academic efforts, - ready, willing and excited to participate.
  - She thinks fall is a good time. President’s idea is the time modules, U-hour and the assessment piece and how is it related to student success. This will give us some ideas on what to assess.
- **Student advising:**
  - Focus will be more on graduation initiative 2025. Discussed perhaps having committee look into assessment of academic advising and how students can make progress toward a degree. Will have draft by May 12.
  - Mitch commented that there could be policy changes and should consider having somebody from CIC or FDEC with you so that if policies come out involving academic senate, they can champion thro senate process.

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### 5. Catalog Rights on Semester- MH/GP/AS and U-hour charge to CCSS Subcommittee – MH/LM/DB

- Motion to approve 16-17 ASCSC 2 document: Glass/McCrea
- Mitch voiced opposition against document, not for content, but for procedure. Does not think policy making, should exclude academic senate. It should be framed as a referral to ask.
- Glen commented that similar changes were administratively handled, so we’re following what other campuses have done along same issue.
- Health science perspective concerned with the time line. Students are already asking for policy to do it now. Whatever is approved can we accelerate policy to make affective 17-18 or put a procedure in place to document request for major change. Working on road map now to advise students by cohort.
- Significant implications for resource planning and course demand. Asking if we can do rapidly as possible; preferably 17-18 instead of 18-19 so registrar’s office can move forward on the DAR to do DAR planning.
- Mark commented that if it comes to ExCom as an information item, it would be an administrative policy as opposed to senate government. In broadest interest of shared government, he asked if the steering committee can consider forwarding for consultation or referral.
- Glen commented that he wrote the document as an administrative action/ implementation to policy that we were sharing with ExCom and senate for shared government. He understands ExCom may read and say they think it requires review of standing committee and needs to go to senate. If so, we are prepared to make our case to support policy if that is the route it wants to go.
- Hendrix is in favor of policy. He commented that students want freedom to elect
catalog in major. He asked to make motion to approve policy for a pilot to be launched in 2017-18, instead of 2018-2020, however he retracted his amendment based on feedback from Angela/Maureen/Mike on not being able to enter code into the system without needed information.

- Angela commented that although we cannot code into the system without anything to code at this time, we can work with other solutions, other options, taking names and providing to our office.
- Jason asked if language can be approved that says something to the effect that someone’s office will have the record of when the student elected, so we will be able to have some kind of record to show they did elect.
- Angela doesn’t want to set up a situation where the registrar’s office is holding this type of information for the student.
- Communication with students is key. They don’t know where to get information and the websites are unclear. Think policy can include a “here’s how we’re going to do this”
- Mitch commented that Jason’s question about holding the students record to show they made an election was one more reason this should go thru CIC. CIC includes faculty members, administrators, advising center, etc. and this will bring up these issues from this point of view in an active way.
- This policy was part of 16-17 CIC 69 which passed last week. Disconcerting that something that CIC was ready to pass was taken out of our hands and now is circumventing the system. Should come through the senate.
- Mike gave background on the impetus of the reason for policy: Because Title V doesn’t explicitly deal with catalog change under these conditions.
- Mark made a motion that document be routed as one that would need some ExCom action. Hendrix second that motion- as a referral to ExCom.
- Information item as a referral item to ExCom.
- Mark suggested framing this as a charge to the subcommittees and have that charge go to ExCom. The senate designated document as an attachment.
- Mark will work with Mike on that.

U-Hour charge to CCSS Subcommittee (ASCSC 3 draft) – McCrea/Balgas

- Motion to approve U-hour charge to CCSS Subcommittee: McCrea/Carpenter/passed
- Formalizing charge to CCSS to continue to work on u-hour process and provide information and create structure, and ability to assess the three year pilot and provide regular reports to ExCom and steering committee.
- Paul suggested to change language regarding criteria for assessment
- Mark took issue with what ExCom was tasked with. He doubts ExCom will be doing evaluating. ExCom can have a role in how the evaluation will be done.
- Paul would like to make a motion to add “assessment criteria” to language in the document: Carpenter/Balgas/Passed
- Committee voted on the document: all in favor
- Mark and Mike will work on language of the charge

Meeting Adjourned: 1:25pm