Meeting Notes – April 8, 2016 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

**PRESENT**
Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Mike Hedrick, Janeesha Jones, David Lopez, Xianjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Borre Ulrichsen, Mitch Watnik,

**ABSENT**
Monica Abruzzo, Larry Bliss, Julie Glass, Veronica Salvador, Nancy Thompson, Donna Wiley, Diane Rush Woods, Meiling Wu

**GUESTS**
Philip Cole-Regis, Deborah Chaw

**AGENDA ITEM**

1. Approval of Agenda and Minutes
   - Agenda approved unanimously
   - Minutes approved unanimously

2. Report of the Co-Directors
   - Report from Barrett
     - Good news: The CFA and CSU successfully negotiated an agreement that averts the planned strike. Faculty must vote to approve and the Trustees must approve this agreement, but this is extremely good news for all.
     - With the recommendation of ExCom, Provost Nelson announced the appointment of Hedrick as co-director with me (Barrett) for the spring quarter. He will assume the role of director on July 1st. w/ McCrea as Assoc. Director.
     - Curriculum Review – We are still on schedule (albeit a very tight schedule) with our curriculum review. We should be completed with graduate programs by the end of this quarter and undergraduate programs by the end of fall quarter. Curriculog has facilitated this process.
     - EXCOM has approved the Semester Conversion Directors’ referrals for CIC. The referral is based on the recommendations for updating policy documents made by the faculty working group within the Administrative Support Services Subcommittee.
     - Congratulations to our ASI representative Janeesha Jones, who has been selected for The Panetta Institute Congressional Internship in Washington, D. C.
     - Director of Semester Conversion at San Bernardino Kim Costino thanked all for her informative day of visits at CSUEB.
     - Nelson, Chaw, and Barrett will be attending a semester conversion meeting on May 17th with CO with executive sponsors and directors of SC from Pomona and San Bernardino. Also there will be a July meeting for lessons learned with CSULA and CSU Bakersfield. Hedrick cannot attend May due to scheduling conflict with Senate but can attend July.
     - Action Item: Barrett requested a motion from the floor that Dean of Undergraduate Studies Maureen Scharberg be added to SCSC, and that she replace Linda Dobb as co-chair with Larry Bliss of the Student Advising Subcommittee. Dobb will continue to be SCSC.
       - Thanks to Linda Dobb for all her working on advising students.
       - Unanimous approval for Scharberg to be added to SCSC and appointed as co-chair replacement of Linda Dobb.
3. Report of Subcommittees

Report of the Subcommittees

- Administrative Support
  - Reviewed the scope of work for phase 2, CO procurement tasks completed and vendor signed off on the amendment on the master agreement. Contract finalized and work can officially be scheduled.
  - Reviewing requests for changes on start dates for temp positions, going over with the executive sponsors (i.e. degree audits, maintenance, and advising). A request for funding normally is included with these requests and requires the approval of release of either funds for the university VP or from the semester conversion budget.

- Co-curricular Support
  - Presenting university hour survey, referral submitted to Barrett.
  - Survey submitted to co-curricular, student success, time modules, and executive sponsors. Feedback received, hoping to get endorsement from SCSC. Survey has been simplified to obtain the pulse of the University community. Incentives are being considered to increase the response rate.
  - Will include a link to a page on what a university hour
  - Borre suggested using Qualtrix to distribute the survey.
  - Watnik: notes administration/staff or separate category for administration. Suggestion for an option of Other or Alumni? Do they merit an additional category and how that is weighed.
  - Balgas: limiting access to current students is the plan.
  - Borre: has it (UH) been considered in the morning?
  - Balgas: high demand for students and wouldn’t go over well.
  - Watnik: (countering) morning is not as high a demand as noon to 1pm.
  - Balgas: staff are also included and morning is difficult.
  - Scharberg suggests clarity in FT/PT Faculty vs. FT/PT lecturer.
  - Lu: FERP faculty, reword to Tenure track and non-TT instructor.
  - McCrea: Survey is sent to the appropriate lists.
  - Hedrick: Maybe do Regular Faculty.
  - Watnik: Stick with FT/PT Faculty as not to alienate and be more inclusive. Staff separate from administrators.
  - Moon: Include ‘No Preference’, ‘Indifferent’. To be placed as an option.
  - Endorsement and vote on the survey to make the following changes: Separate Staff from Administrators, Keep Faculty option as is, Include No Preference/Indifferent option.
  - Unanimous approval on survey.

- Communication
  - McCrea reports that the Communication Strategic Plan will be presented later on the agenda.
  - Monthly article in University newsletter continues.
  - Welcome Day plan has been formulated with Amanda Segura. Flyer with general semester conversion info and pledge to students will be distributed widely. L. Bliss will include SC info in his presentation.

- Faculty Development
  - Idea book – small groups of 3 working around ILO to develop practical ideas for Faculty to teach high impact learning practices. Blackboard to be used to help Faculty.

- Student Advising
  - No report, April 14<sup>th</sup> is their next meeting.
4. Report of Senate and Student Committees

- **ASI**
  - Seated a new person, Christina Sanchez VP of external affairs.
  - Elections start Monday, four on the ballot.
  - No town hall due to turnover in leadership.
  - Advising 101 on May 5th with AACE, Chairs, and Advisors – Concord on May 10th, both targets all students.
  - Report coming to Senate meeting that will introduce successor.
  - Searching for next student trustee.
  - Invitation will be coming for CSSA.

- **CIC**
  - Watnik reports: Time modules – presented to FAC and CAPR, CIC had no time. Feedback discussion with members but they had no quorum last meeting. Nothing official but urging a recommendation sooner rather than later. Having a new group, they would have to start from scratch again. Need to reach a conclusion by the end of the quarter with time for Senate and EXCOM to provide feedback.
  - Perry: Enough time to see survey results before a vote?
  - Watnik: There is the idea of approving UH and non-UH recommendations, decision would then be from the Senate. Results would need to be in time for the Senate consideration. One module of UH has variants 1A, 1B, etc... It’s another way to submit to Senate for more options.
  - Moon: FAC saw it very clearly and well received given the timeframe and complexity.
  - CIC passed the GE overlay recommendations with little discussion relative to the town halls held by the GE.
  - Writing Skills – Second Comp. issue, ENG1002. Framework (original) was wider in scope. Writing across the curriculum allows for second comp - it could be upper division. CIC did not have time to discuss, need to review.
  - GE discussed Code courses, CIC had no time to move that up.
  - CIC unanimously approved BS physics and human development. Senate will see them as information items. Both departments presented well, very positive.
  - CIC adopted SCD recommendation for shorter terms for 7-week semester terms, i.e. summer terms. Modified the inter-session classes and the half-summer classes. Passed and will be on EXCOM. Other two SCD referrals did not have time.
  - Amended document to be sent to Angela.

- **Ex-Com**
  - Hedrick reports SC referrals were passed from CIC.
  - Coming up Masters requirements under semesters
  - Prerequisite change still on the Senate agenda.

- **FAC**
  - Moon reports no updates, as no time to review the blended ten-year calendar. Next meeting will be in 2 weeks.
  - Barrett: The ten-year calendar had been approved. The current blended calendar would only be an info item.

- **FDEC**
  - No updates.

- **GE** (see above)
5. Communication Strategic Plan

- McCrea gave presentation on SC Communication Strategic Plan (PPT and plan doc on website)
- Timeline of activities past and future reviewed. Flexibility and quick response to needs of the SCSC and SC will be key.
- Curriculum work will feed student advising, administrative areas will need to work together to help facilitate advising. Priority is to push the message out.
- Goal is to have consistent, accurate, information that is positive.
- More to come moving ahead: Advising/Advisement, Students, and Faculty are the focus.
- Moon recommends including in the plan document info on what administrative communication is happening.
- Borre: mobile app has been implemented and could be utilized, analytics of user behavior on the page can be informative to the website design.
- Balgas: Talking points should be made for staff as well. Easy to replicate for staff.
  - Outcome: Talking Points for Staff will be developed and distributed electronically and hard copy.

6. Update on Project Timeline

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<th>Perry reports:</th>
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<td>Timeline now clearly reflects existing campus project timelines for curriculum.</td>
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<td>Graphic shown – AA development is the focus (Academic Advising).</td>
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<td>Beginning to develop IAP with consultants, a curriculum cross-walk similar to LA, will be empty until courses are approved.</td>
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<td>Point of contention – Faculty have until Sp17 to get final approval on their curriculum.</td>
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<td>As courses move to Curriculog to Acalog to Peoplesoft, they will be added to the reports that is being developed and will start appearing in audits and IAP reports.</td>
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<td>Goal is for Summer of 2017 for transitional students, may be ambitious.</td>
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<td>Student records, Student Finances, Financial Aid, etc. to come after, Admissions doesn’t begin until 2017. Transfer credit equivalencies and articulation will begin alongside student records and will move along the same timeline. Rules have been reviewed with ERP from previous summers.</td>
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<td>Chico Mod available but assumes an existing DB that we do not have.</td>
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<td>Curriculum completion needs to happen first, affects the timeline.</td>
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<td>New articulation agreements will create new equivalencies to allow the transfer of credits.</td>
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7. Adjournment

Meeting adjourned at 1:50 PM; Next meeting 5/13/16