# Meeting Notes – Nov. 4, 2016 Noon to 2 PM UU-102

## Steering Committee of Semester Conversion

### PRESENT

Diana Balgas, Elizabeth Bergman, Jeff Bliss, Larry Bliss, Matt Collins (for Phoebe Kwan), Linda Dobb, Hendrix Erhahon, Mike Hedrick, Caron Inouye; Matt Collins (for Phoebe Kwan), Xianjian Lu, Lindsay McCrea, Glen Perry, Veronica Salvador, Maureen Scharberg, Mitch Watnik, Donna Wiley, Dianne Rush Woods,

### ABSENT

Paul Carpenter, Vicki Cosgrove, Julie Glass, Mark Karplus, ZaNean McClain, Louis Ramos, Angela Schneider

### GUESTS

Jason Smith (for Stephanie Alexander-CAPR)

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<th>AGENDA ITEM</th>
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<td>1. Approval of Agenda and Minutes</td>
<td>- Motion to approve Oct. 7, 2016 minutes Lindsay McCrea/Elizabeth Bergman/Passed meeting until the next SCSC meeting on Nov. 4, 2016 - Motion to approve agenda, Lindsay McCrea/Hendrix Erhahon/Passed</td>
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<td>2. Report of the Co-Director – Mike Hedrick</td>
<td>- Mike reported that document passed Academic Senate – ASCA 1 - Overlay courses have gone to Senate as information item. All department chairs notified. If deadlines not met, late courses will be reviewed relative to GE area and availability of the committee.</td>
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**Administrative Support – Glen Perry**  
- Glen reported that the subcommittee task is to continue to review policy and procedures. Working group reviewing line by line, looking for anything impacted by the change.  
- Different organizations being asked to look at chapters for their feedback to make sure nothing in disagreement for semester conversion.  
- Approaching release of the IAP/worksheet will allow adjustment in scheduling People Soft resources toward development of semester DAR  
- Consultants finishing delivery doc and we are on schedule as far as technical work  
- All mods expected by the end of December.  
- Campus ITS – campus modifications to be finished in December. First testing cycle for first six months of the year will be ready in January.  
- Timeline/Dashboards posted twice a month to semester conversion website for review. Public doc and Administrative Support page at bottom of page. Anything moved from green status will be reported at the next meeting. |
| | **Co-Curricular Support – Diana Balgas**  
- Diana reported that the Co-Curricular and Student Support subcommittee welcomed guests Maureen Scharberg who talked about the Student Handbook, advising plans, educating students so they can inform other classmates and supporting the department and programs, Wendy Chen, who provided an update on the DAR. She felt Wendy’s information was very helpful because many of the members on the Co-Curricular subcommittee hadn’t seen the Degree Audit and subcommittee member Jennifer Luna who gave a brief report about her survey that will be published on the website soon.  
Communications – Lindsay McCrea
• Visits to the GS freshmen and transfer student classes are 2/3 completed. Will work with students with regards to fielding and providing information about semester conversion.
• Joint effort with Student Advising and Advancement Communication with regards to feather banners and information to be distributed.
• Monthly article in the University Internal Newsletter – this month Student Advising Handbook and Larry Bliss, December GE Course Approval Process and Julie Glass, and January SC and Glen Perry will be interviewed for the newsletter in January on the technical piece.

Faculty Development – No Report

Student Advising – Maureen Scharberg
• Maureen reported that the IAP is going live in mid-November. Will try to crash and field test.
• Document of preview from Glen. Maureen would like to see it. Glen has arranged for technical consultant to be on campus when testing is done.
• Advising Handbook is ready to go. Waiting for graphics in November.
• The Task Force of the Student Advising subcommittee, a focus group of Consumer Behavior response to semester conversion by students regarding impact of semester conversions top 5 questions/concerns: Will I graduate on time?, Will core units count?, Will I have the same catalogue, requirements for degree change?, Will tuition cost more? There is an underlying perception about the impact of semester conversion. Some students are positive, and some students felt the University is just making money off of them.
• Another method needs to happen to communicate to students. Maybe time for President to address in a Town Hall or something with more of a personal touch.
• Diana gave example of Planned Parenthood and how they used an In group and an Out group. The members of the In group were ambassadors. CSULA also had a successful ambassador program.
• Another member felt ASI had an array of senators that may be perfect ambassadors. Has to have the right “messenger” to convey to students.
• Other suggestions: using Bay Advisor and how the faculty advisors use it. Chairs use differently than faculty. Discussion began about who are faculty advisors, how are they compensated and what is their role.

Report on APGS – Donna Wiley
• Donna reported that APGS
• Still plugging away at courses getting curriculum approved.
• 12 still in colleges – hoping everything out by end of fall.
• CIC by end of winter quarter

4. Report of Senate and Student Committees

ASI – Hendrix Erhahon
• Hendrix reported that he offered membership to previous members. Out of the 11, 7 said yes, and 4 are eligible to return.
• Hendrix likes the town hall idea and would like to work on having a town hall for the students. He feels that the perception the students have of the University making more money off of them by semester conversion makes no sense and would like to plan a town hall to address this issue.

CAPR – Jason Smith
• Semester Conversion is taking time to update program review, changing dates.

CIC – Mitch Watnik
• Mitch reported that they are approving programs.
• Having meetings the first and fourth Monday solely approve undergrad programs.
• Undergrad at the point because not enough programs to be considered.
• They are still on pace and there is a possibility that they will be done midway winter quarter.
• Looking at various policies, but going slowly.

FAC – Elizabeth Bergman
• Constitution By-laws at Academic Senate
• Advising FAC finished this year’s academic service awards.
• Subcommittee is finding a way to offer faculty a one course release time to be an Advisor.
• One subcommittee member felt that was not a good idea because they need all hands on deck where faculty is concerned.

FDEC – No Report

GE – Mitch Watnik
• Mitch is working on passing courses for GE pattern under semesters. Will we get through application for GE this year? May end up meeting more than once a week to try and get done.
• 15 courses can be cleared at every meeting which is excess of 300 applications.
• Clearing math, English, chemistry, art and lots of other courses that have gone through.
• No over lay applications, although there are classes in that mold.
• How important is it for GE courses to be approved by end of this year?
• Impact would be that we’d have to come up with testing plan where we specify these are the courses you use when you’re testing
• Delay ultimate completion of cross walk
• Another issue with completing GE’s is the Dean needs some sense of sections of these courses. May make us feel that we need to call for more courses though the demand is not there.
• Be careful to have the sense that we have more courses in question.
• Lindsay asked about Clusters…what is the process?
• The response was that clusters cause task force to re-innovate them – goal, give department more latitude on what they can offer. Themes.
• Advising department to think of broader courses
• Mitch’s thoughts on cluster concern – freshman 2018 should prioritize continuing students. Clusters can be structured in fall 2018 prospectively. The deadline for clusters is about the same time we start talking to students
• Lindsay felt that some clusters set students up for getting in courses – this needs to be facilitated to be set up for freshman.
• Is it realistic to change cluster program in time or go forward? Rethinking – we have enough time to implement.

Time Module Update – Mike Hedrick
• Mike provided a Time Module presentation to the Steering committee members with question and answers so that all understand what their looking at so that they can make informed decisions. He demonstrated the three Models in hopes of clearing up confusion:
• Model One – with a midafternoon U-Hour
• Model Two – no U-Hour, more flexibility
• Model Three – U-Hour Tues – Thurs 12:15 – 1:15
• Glen said that once the Time Module is voted on, the next step will be time
blocks that will be meeting schedule, late fall, early winter for mock scheduling to see how it will work.

- Question was asked what criteria will the senate use to make their decision on the Time Module Model. The response was that all of the issues discussed will be considered.

- After several minutes of discussion around student wants/needs, credit hours vs. sections, using Town Halls and surveys, a motion was made by ASI student Hendrix Erhahon to table discussion until the Senate vote/Donna Wiley/Passed.

| 5. Meeting Adjourned | 1:50pm |