Meeting Notes – May 13, 2016 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Eileen Barrett, Larry Bliss, Linda Dobb, Julie Glass, Mike Hedrick, David Lopez, Xianjian Lu, ZaNean McClain, Lindsay McCrea, Glen Perry, Veronica Salvador, Maureen Scharberg, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Diane Rush Woods, Meiling Wu

ABSENT
Monica Abruzzo, Jeff Bliss, Janeesha Jones, Michael Moon

GUESTS
Debbie Chaw, Carolyn Nelson, Julie Wong

AGENDA ITEM

1. Approval of Agenda and Minutes
   - Agenda Approved
   - Minutes Approved

2. Report of the Co-Directors

   Report from Barrett
   Welcome
   Alicia Wilkins is our new administrative support coordinator for semester conversion. Alicia’s office is on the 3rd floor of the SA 3400 building. She’ll be supporting the SCSC and all semester conversion subcommittees. Everyone should take the time to introduce themselves and explain their roles on semester conversion.

   Congratulations
   ASI President David Lopez has been elected to be the President of the CSU system-wide ASI. This is a testament to the leadership skills of David and all of our student leaders at CSU East Bay.

   CSU System Work on Semester Conversion
   Along with Executive Sponsors Carolyn Nelson and Debbie Chaw, I will be attending a meeting with other semester conversion representatives at the Chancellor’s Office (CO) on Tuesday, May 17th. On April 27th, I presented to the Department Chairs luncheon about the progress on semester curriculum and degree audit. The CO is planning a meeting in July for all five of the converting campuses, where we’ll hear about the challenges and successes from Bakersfield and LA, the two campuses that begin on semester calendars in fall 2016.

   Timeline and Curriculum Review Process
   We are still on schedule with our curriculum review process. The deadline for curriculum to the colleges is today, May 13th. A few programs have requested extensions—ES, Philosophy, Teacher Education, and Geography and Environmental Studies, Communicative Speech Disorders—primarily because of their relationships with general education/ graduation requirements. But many of these will finish by the end of the quarter. There will be some work on the college curriculum committees next fall, but most of the faculty review work will be at the GE subcommittee and CIC level. Thanks again to Donna Wiley, Sarah Aubert, and the rest of the APGS staff for their leadership, training, and hard work on this project.

   Budget
   As we have known from the start of this project, the emphasis and resources will shift as we move forward. Next year we shift our primary focus from curriculum to the advising of students. Mike Hedrick and I meet weekly with Audrey Katzman to review the budget, making sure that all faculty are filing forms, getting their appropriate compensation, and working with programs on any re-allocation requests. Currently Mike and I are reviewing our budget and developing a proposal for reallocating within the original budget to fund the work on the necessary advising that we’ll be emphasizing next year. We are also drafting a referral requesting that ExCom continue and semester conversion fund next year the Task Force on Faculty Workload. Our goal is to have a report and recommendations for our next and last SCSC meeting for the academic year on June 3rd.

3. Report of Subcommittees
4. Report of Senate and Student Committees

- **ASI**
  - Hendrix Erhahon will replace David Lopez
  - Semester Conversion ad-hoc up and running (Lindsay representing)
  - Discussed advising and results of U-Hour
  - Will decide if Ad-hoc should be more than just one year
  - Transition new members at retreat next week 6/3

- **CIC**
  - Discussed undergraduate and graduate programs – Senate approved
  - Still vetting Business programs
  - Moving curriculum forward – lot of programs made it through
  - Changed rules on minor programs – passed through senate
  - Working on graduate Overlays (3 as of now)
  - American Institution Overlay on way to senate
  - Writing II proposal moved to senate
GE thrown to CIC – likely to approve
GE will propose that courses be allowed to be approved as GE courses

- **Ex-Com**
  Senate meeting Tuesday
  Graduation requirements overlays 2:30 Time certain main concern is to get Overlays thru AS
  5/31 last meeting.

- **FAC**
  10 year transition calendar (2015-2025) with Senate

- **FDEC**
  Zanean: met twice; no questions for the committee
  Concern/suggest diversity and social justice should be included
  Syllabi should have suggestions for Social Justice Ice Breakers so departments can see the type of examples provided
  Eileen suggested Zanean extend an invitation for them to come to the next senate meeting on Tuesday to show what we’re doing along diversity and social justice.
  Senate meeting for Overlays meeting 5/17.
  Forward congratulations about Overlay for diversity passing
  Working on resolution to academic senate regarding incident at San Jose State University last year.

- **GE**
  Julie Glass: Overlay at Senate to allow courses to certify in more than one Overlay. (This was opposed)
  Moved forward on first year experience known as clusters
  Working on approval process
  Writing II to certify for GE

---

### 5. University Hour Results – D. Balgas

- Discussed results of U-Hour Survey
- Survey launched 4/15 to students, staff and faculty (refer to handout)
- Diane explained various charts and what they meant from the U-Hour Survey
- Informed committee that results were posted on Senate website and co-curricular website

### 6. Time Module TF Update – Watnik

- 3 modules now posted – draft report; U hour report
- Anticipate next week TM Task Force will send to executive committee
- Modified modules 1 and 2 (changed so patterns could be offered in particular class time slots)
- Module 4 may be restricted; module 2 No U hour; module 1 & 4 U-Hour
- Difference between the two is two days a week or 4 days a week
- Send message regarding which module is chosen. May be module where you can only have 50% - to prevent classroom stacking
- Meilin reminded committee that 2 time module links that are on website are old modules and need to be deleted

### 7. Academic Advising Strategies: Use of Holds – Scharberg

- Discussed use of holds to assist students making timely progress to degree
- Discussed goals and statistics including those students with no WST registration for Spring 2016. Suggested annual WST day and other programs around getting students to get there WST done
- Asked Glen about possible date for IAP’s to be complete. Could not give specific date but said software is currently being developed
- Question: Are we allowed to put limit on number of concentrations a student can have?
- Showed slides and statistics of examples of AACE’s 5th year advising programs
- Recommendations: Messaging campaigns through People Soft, Holds, Advocate 3 messages before student placed on hold; 1st message reminder, 2nd message reminder and warning of possible hold; 3rd message, hold will be placed on
Meeting Notes
May 13, 2016
Page 4

<table>
<thead>
<tr>
<th>Registration.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Suggestions from Maureen: Revisit WST policies</td>
</tr>
<tr>
<td>• Allow students to take WST before matriculate to CSUEB</td>
</tr>
<tr>
<td>• Tie WST requirements into courses as pre-requisite and hold to pre-req</td>
</tr>
<tr>
<td>• Intensive upper division writing course in major or GE (along with WST)</td>
</tr>
<tr>
<td>• Use example from SJSU regarding students who didn’t take WST; however concerned that this would be a big culture change for students</td>
</tr>
<tr>
<td>• Can place batch holds in People Soft</td>
</tr>
<tr>
<td>• Other suggestions were: probation students, ghost majors,</td>
</tr>
<tr>
<td>• Discussed slide on graduation application workflow</td>
</tr>
<tr>
<td>• D. Balgas felt that some of these strategies have worked regarding holds but it’s just a matter of having authority to place holds and clear holds. (?)</td>
</tr>
<tr>
<td>• Discussed strategies to assist students with completing WST (negatives and positives)</td>
</tr>
<tr>
<td>• Eileen asked what could the committee do to help Maureen move forward?</td>
</tr>
<tr>
<td>• Recommend we start allowing holds either for WST or students who haven’t applied for graduation</td>
</tr>
<tr>
<td>• Discussed passed policy on holds. Policy has been rescinded but has not been used. Fear is that we are, or might be unfair to students</td>
</tr>
<tr>
<td>• Glen Perry said messaging tool should be up in a week or so, but is in development.</td>
</tr>
<tr>
<td>• Eileen recommended making a motion on Maureen’s hold suggestion. We can place on agenda for the fall.</td>
</tr>
<tr>
<td>• Eileen will work with Maureen on drafting a referral for this committee to approve and present to the Senate</td>
</tr>
<tr>
<td>• Motion made and approved for draft proposal for holds</td>
</tr>
</tbody>
</table>

8. Adjournment 2:00pm