Meeting Notes – January 13, 2017 Noon to 2 PM UU-102  
Steering Committee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Diana Balgas, Larry Bliss, Linda Dobb, 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, Dianne Rush Woods,</th>
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<tbody>
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<td>ABSENT</td>
<td>Stephanie Alexander, Elizabeth Bergman, Jeff Bliss, Paul Carpenter, Matt Collins (for Phoebe Kwan), Vicki Cosgrove, Jeff Bliss, Hendrix Erhahon, Louis Ramos, Donna Wiley,</td>
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<tr>
<td>GUESTS</td>
<td>Debbie Chaw, Provost Inch, Julie Wong</td>
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AGENDA MINUTES

Motion to approve minutes: Glen Perry/Diana Balgas/Passed  
Motion to approve adjustment to the agenda to allow time for Provost Inch’s update by having him present directly following the report of Directors at 12:10pm instead of 1:00pm: Hedrick/McCrea/Passed

1. Report of the Directors – Hedrick/McCrea and Provost Inch’s Update

Report of the Directors
- Mike opened the meeting by informing the steering committee members that he would talk later about the structure of the semester conversion steering committee and subcommittees later in the meeting.

Provost Update
- Provost Inch introduced himself and congratulated the committees again on the work they’d been doing for semester conversion. He informed steering committee members that he would talk briefly about updates in relation to semester conversion; work load and work load committees, U hour and how we are using it, and any other questions the steering committee have for him to answer in relation to these issues.
- Ex Com established a faculty workload committee chaired by Linda Ivey (History). Examined cost to support faculty for supervisory time and considering the possibility of a 3-3 workload under semesters.
- Received report on supervisory credit and is implementing a system on how to compensate people around supervision. Distributed to deans to see how to make that work given resources. Challenges: needs to be revenue neutral, ($356K total cost for supervisory time) money must be identified. If things go well, our budget for academic affairs will be stable. We will have funds for no new student enrollment…same funds for same students: where to move funds from to accommodate a possible 3-3 workload
- Workload: what can we do to help people achieve a 3-3 schedule? Because of the contract all new faculty have a 3-3 schedule for the first two years.
- Estimates that 130-150 faculty will need to be covered to achieve a 3-3 workload. Workload committee looking at what type of models might be implemented and their implications. Asked the College Deans to determine how they would schedule and fund a 3-3 load in the colleges. Hope to come up with options that provide faculty with a choice in their perspective areas for development activities.
- U Hour: How are we going to use the U hour?
- Three-year assessment on whether we should continue. Need to look at standards, outcomes. We should have conversations about how we think this should be imagined
- Students need a way to come together to address issues as students, committee meetings or advising activities.
- Have conversation with Mark Karplus and Ex Com on how to assess the U-hour
• Question: For a 3-3 workload, do you mean 6 WTU’s (two 3 unit classes) of release for research?
• Response: Don’t think it can be 3-3 which would be equivalent of 3-3 unit courses...don’t want to get ahead of workload committee. The notion is that people will be teaching minimum of 9 units.
• Possible to get more information on how departments are planning to do this? College of business does it now. Some by faculty members. Every faculty member was given a choice whether to teach 3-3 or not. Everyone had individual target. Created pool of assigned time that departments would contribute. Must have conversation about different models.
• Default for CBE courses for undergrads is 55, default for graduate is 45. Should set class at that level, after that it’s up to faculty to take more students. Every quarter average class size is 45 to 50.
• Provost gave example of what his college at CSUS did to make 3-3 happen.
• Concern: if every program on campus took the same approach not sure where that conversation will take us.
• Provost: do we have the physical capacity to do this? Accommodating about 130 to 150 additional faculty. Using 65 to 70% of our room capacity size? Are there walls to knock down to create lab lecture halls? Fewer courses, more available rooms.
• Mark Karplus said he’s been attending workload meetings and will take these concerns back to them. If they have interim reports he will relay. Should have information from report by end of year. Should be thinking about issues. Workload committee complete work and report on supervisor work. This is posted on Exec Committee agenda and will be there for Tuesday. Next meeting is Wed. Jan 25, 2017.
• Provost said he’s working hard on addressing what’s involved in 3-3. He wants people to understand that he’s not sure that 3-3 will work, but he’s hopeful. Although not a done deal, it’s in process.
• What would U Hour look like? When passed by senate it was amended as a 3-year pilot to be assessed which was left to the executive committee to work out.
• Details will be left to Exec Committee and will be a discussion on Jan. 31, 2017. Will talk about 3-3 pilot including recommendation and parameters.
• Not much talk on how it pans out with adjunct faculty? People teach mix of classes, so to try to focus on instructor piece doesn't work well. Suggestions? Provost is asking deans to figure out what it would take to maintain an FTE? What do you need? What does that look like? Can you make it work? Then work with workload committee.
• Research outcome requirement; there is still faculty teaching research every quarter. Reduced teaching load to give more time for research.
• New faculty part of collective bargaining unit. Some programs move to 4-unit course, which would lead to 3-3 workload course. This will be taken up with the workload committee.
• Mike asked how research expectations would be communicated between college and departments? Vastly different expectations for research in all the different departments. How would one keep that workload if they don't need it?
• Provost responded by saying we must build in time for research and with semester conversion we have that opportunity. The assumption is, that every department has a different expectation. They are very different from one another. We will wait for committee.
• U Hour: Jan 31, 2017 will be the first conversation on U hour. Diana Balgas talked about the co-curricular meeting this morning that she chairs along with Martin Castillo. She said her committee would like to serve as a resource. They look at faculty, staff, and students, so anything they can do to talk about early steps they will be there to assist.
• Entitlements for contract lecturers: Possible for academic affairs to provide chairs with entitlement for student lecturers. What would that translate to under semesters? Would like to have numbers.
• Lindsay said some of those questions were answered on our semester conversion Q & A sheet for administrative assistants. Linda Dobb carefully reviewed it. Most of the contract is in terms of semesters.
• Lindsay voiced her concern and wanted to know the Provost’s thoughts on how departments are preparing their students for smooth transition. There are courses that aren’t offered in spring that will need to be offered in spring. There are 11 extra sessions, space issue, budget issue, etc.
• Provost said there were resources for semester conversion that can support filling in gap.
• Put in proposal to chancellor for graduate initiative resources: ability to add sources. Suggested deans add sections that are needed. They can use sources from chancellor’s office to do this.
• Help student’s graduate sooner or face the consequence of semester conversion to get funds.

2. Advising Update – Maureen Scharberg

• Updated academic advising listserv and added faculty who were advisors. Academic listserv will be main source for semester conversion and academic advising information.
• Anyone that wants to be on listserv contact Maureen Scharberg.
• Maureen talked about the advising format change and having meetings devoted to different topics and open to the advising community. Trying to see about videotaping.
• Entire meeting agenda and plans are up on the website.
• First open meeting January 26, 2017 on Financial Aid, with Executive Director, Rhonda Johnson; Graduation Requirements, with Maureen Scharberg on Feb. 9, 2017; New Probation Policy (assuming it passes Academic Senate), with Maureen Scharberg on April 20, 2017; Day of the Advisor, with Diego Navarro on May 25, 2017 and, Looking Forward to AY 2017-2018
• IAP – little glitch with the bolt on, but this has been corrected. Wendy Chen has messaged all students. 1,183 students earned 135 units. This was noted on to do list for IAP; added ACE and Michele Hingst and will consider videotaping one of them.
• Discussed Writing Skills Test (WST). Good news, more students have enrolled and applied to graduation. Seniors 4,000.
• Some of the ideas that were brainstormed at the Advising meeting were: consider offering during the week, Mon – Saturday and utilizing Holds; students don’t like holds but they do make things work. Maureen received many ideas and will go back to Donna and discuss.
• Holds for no shows. Messaging mod is working very well. About 14 students were no shows for Dec. 17 test. These students received special message saying meet with ACE advisors and Maureen.
• Suggestion was made to not remove the hold after repeat no shows; any other creative ideas let Maureen know.
• Discussed colleges reaching out to their high concern students to use bay advisor. If student has several DFW, no shows, etc. use the bay advisor and reach out to students. Not sure what we will do with a small cohort of students. Looking for creative ideas. Main concern is making sure students are in the right major to assure they graduate in time.
• Concerned about language in the “to do list”: Julie Glass has had students approach her about who’s responsible and what does it all mean. She doesn’t have any suggestions for improvements.
• Maureen said Michele Hingst is “go to” for training.
• Suggestion was made to put a link in the student guide. Maureen will look at all of these suggestions.

3. Report of Subcommittees

Report of the Subcommittees
Administrative Support – Glen Perry
• Glen reported on a few of the highlights that have happened since the last semester conversion steering committee:
• The semester conversion dashboard is all in green and all on time technically;
expanding all work enrollment management needs to finish implementation. Much work is tied to completion of approval process of the curriculum. Making tracking a little difficult because certain things are needed before they can finish.

- Building GE framework, but still waiting on a couple of graduation requirements to be finalized. (ie., will it be restricted to lower division, etc.)
- Approved position that will assist in writing degree audit rules. They were unable to fill first time around so will relist as a generalist that can work in any part of the semester conversion world, should be out in the next week. May be a lower classification and requirements will be lower. Need another body; finalizing position for Transfer Credit writing. In HR now.
- We received a request to use semester conversion funds for equipment purchase to support IAP advisors in ACE. This was reviewed by administrative subcommittee and approved, and reviewed by Mike Hedrick, and approved. If no objection to buy computers, the recommendation will be made to the Exec Sponsors. Asking for approval to move forward with recommendation to use $6500 to buy computers for ACE.
- No objections from the steering committee

**Co-Curricular Support – Diana Balgas**

- Diana reported that the Co-Curricular Subcommittee spent time working on calendars for 2017/2018. The committee members are marking each term with questions on what needs to be moved, etc. Next meeting will focus on fall and spring 2018.
- Lots of events and activities; student housing, Summer Bridge program, lot of key activities that take place on current calendar that will need to be adjusted. Discussed GE, and other related topics and will continue to pack the calendar. Any additional thoughts from others is appreciated.
- Also, discussed the U hour…discussed whether another group needed to be formed. Brainstorming on this.
- Zanean asked about clusters. These will be extended for next academic year. And will only draw from existing semester courses. Will look at a two-year trial, but will need to extend at least three semesters.

**Communications – Lindsay McCrea**

- Lindsay reported that they will begin to see the feather banners here at CSUEB and the Concord campus. Trying to get students attention about seeing advisor.
- Information sessions and interactions with key groups, prospective students, student ambassadors, etc. making sure they are getting the correct information out to students.
- Internal University newsletter continues with article that focuses on university semester conversion…this month it was on the technical side.
- Created document distributed to Administrative Assistants that have their quarterly breakfast with Linda Dobb to give updated information as to where we are with the IAP.
- Jeff informed us that IT is still training themselves on the new website use of how to construct and perform upgrades. Will begin training sessions at beginning of March.

**Faculty Development – Julie Glass (For Mary D’Alleva)**

- Continuing to meet once a month…focus on development of the idea book. Going back and forth on formatting, and content…workshop on February 8…restructuring courses, opportunities and challenges, and idea book and content.

**Report on APGS – Donna Wiley**

- No report from Donna…
- Karen spoke on the brainstorming session they had about freshman learning communities, cluster, cluster themes, freshman learning experience, courses that fall into very broad majors (arts, humanities, etc) and sub themes. They would like to see community engagement and social justice integrated in the themes.
• Moving forward next week she will summarize feedback and write a report for the February 5 meeting.

4. Report of Senate and Student Committees

ASI – Hendrix Erhahon
• No report

CAPRA –
• Updating procedural timeline

CIC – Mitch Watnik
• EDD program approved. Trying to deal with GE issues. Policy issues that come up in GE that are working their way through CIC and the senate. On document 53 of the year.

Ex-Com
• Nothing to add. January 31, 2017 may be on list to start discussion on how ex com would manage the role of assessment of the 3-year U hour. Ex com may decide not to weigh in.
• Mike thinks having some discussions early on would be beneficial about how to manage the assessment of the 3-year U hour. He suspects it will be an open discussion that may go into next academic year.
• Diana mentioned a previous one pager regarding the U hour; she might want to bring that back up.
• Mark said this needs to be taken to Ex Com. If too big of an issue for Ex Com it will be kicked back to the senate.

FAC – Elizabeth Bergman
• No report

FDEC – ZaNean McClain
• Zanean did not have any concerns
• She reported to the steering committee that an updated resolution on discrimination has been approved and passed. President sent out email regarding undocumented students and talked about incidents that happened on our campus…suggest members read copy of his email.

GE -
• Reviewing courses…considered approximately 90 courses and provided feedback with revisions. 140 courses in their que and they are on pace depending on how many more courses are waiting. February 10, 2017 is deadline for courses to get out of college. Will know then what courses are pending review. Any courses out of college after that date will not be considered until everything else is reviewed.
• Cross listing, B6 and number of units
• Mike will send out something to associate deans and department chairs about the February 10, 2017 deadline.
• Julie – before deadline GE can do analysis of what we have.
• Subcommittee is accelerating its approval process. Instead of meeting to determine, it is divided up into working groups to look at proposals, and if members of a sub group feel it should be sent back it will be sent before it gets to the subcommittee. If approved, it will come to the committee as a full information item but only if we know there needs to be feedback.

5. Structure of SC Steering Committee and Subcommittees Moving Forward – Mike Hedrick/All

• We’re two years into the subcommittees, do they need changed, anything different, etc. Next steering committee meeting all charges of the subcommittees will be put together a plan for steering committee to review.
• Ideas: subcommittees and their charges for future
• Maureen: Academic Advising subcommittee given more charge of expansion in
- Mark: fall 2018 is sunset; will some want to continue as a transition subcommittee? Is there any sense of a timeline?
- Mike asked when the semester conversion process ends.
- The Faculty Development subcommittee plays a role in supporting faculty. That committee may continue through 2018/19.
- Lindsay discussed funding of the committees.
- Julie thinks it’s a lot of work for Faculty Development. How can or should funds for faculty development be leveraged to support next year?
- Lindsay said each committee should review their charge before next meeting and see what they can do differently. How can it change? What else can you do?
- Mike will put together a document for Steering committee to look at. Hopefully subcommittees can examine their charges.

**Meeting Adjourned: 1:30pm**