Meeting Notes – Oct. 7, 2016 Noon to 2 PM UU- Oakland/Concord Room
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Larry Bliss, Paul Carpenter, Vicki Cosgrove, Linda Dobb, Hendrix Erhahon, Mike Hedrick, Caron Inouye, Mark Karplus, Matt Collins (for Phoebe Kwan), Xianjian Lu, Lindsay McCrea, Glen Perry, ZaNean McClain, Veronica Salvador, Maureen Scharberg, Mitch Watnik, Donna Wiley.

ABSENT
Jeff Bliss, Julie Glass, Louie Ramos, Dianne Rush Woods

GUESTS
VP Admin.& Finance, Debbie Chaw and Provost Ed Inch

AGENDA ITEM

1. Approval of Agenda and Minutes
- Motion to table the minutes from the 6/3/16 meeting until the next SCSC meeting on Nov. 4, 2016
- Diana Balgas made motion, and Hendrix Erhahon seconded it
- Motion to approve agenda, Glen seconded. Agenda approved

2. Report of the Co-Director – Mike Hedrick
- Mike introduced both Provost Inch and Vice President of Administration and Finance Debbie Chaw. Debbie gave a brief thank you to all of the members of the Steering committee and reported that changes are being implemented in People Soft, continuing with Degree Audit and Curriculog. Provost Inch also thanked all members of the Steering committee on their hard work and dedication to the Semester Conversion implementation.
- Mike reported that he has filled the SC Steering and Subcommittees and that Elizabeth Bergman would represent for AAC. Julie Glass is not able to serve on GE subcommittee for fall quarter. There are two vacancies on the Faculty Development subcommittee: one from CLASS and one from CEAS. Working to try and fill those vacancies.
- Lots of summer advisory work. The IAP Task Force did great job on vetting the IAP template. Our campus obtained a People Soft Bolt-on from Bakersfield to provide better functionality for the IAP and we expect the IAP to be rolled out in November. The Student Handbook Task Force is still ongoing. A draft will be looked at next week by the Student Advising Subcommittee.
- Time modules and class scheduling: spent entire year looking at time modules from different campuses and developing our own models.
- Two of the scheduling models have a University Hour, and one does not. The campus survey indicated that a U-Hour was favored. Senate plan to vote on the time modules in November. Mitch Watnik will lead presentation to urge senate to look at time modules.
- Glen and Lucero are modeling the time modules with our current schedule to make sure they work. As soon as complete will provide information to senate.
- We can access time modules through Semester Conversion website and the Senate website.
- GE and overlay for faculty – approved AY 2016
- GE and overlay certification application on website.
- GE subcommittee and CIC will review GE and overlay programs. Expect to have this done by end of Winter quarter.

3. Report of Subcommittees

Report of the Subcommittees
Administrative Support – Glen Perry
- Glen reported that consultants working on configuration. During summer focused on Student Advising. Working on bringing IAP on line.
- ERP making adjustments – Advisory committee asked for Student Planner to be modified.
- Working group, worked during summer packaging policies review by working group. First package went to CIC and was well received. Next step is to read through University catalogue and look for policies and practices (?) to see if there are issues regarding catalogue or policy changes that need to go back to senate.
- This will be year of system and user testing for Advising.

Degree Audit
- Veronica provided a status update on the Degree Audit progress as of June 2, 2016
- 32% of undergraduate majors are complete, which means they are currently serving 59.8% of undergraduate students with Degree Audit. Another 17% of undergraduate majors are currently in progress. Undergraduates are being prioritized since they are more complex than graduate programs.

Co-Curricular Support – Diana Balgas
- Diana reported that the Co-Curricular and Student Support subcommittee had their first meeting today (Oct. 7, 2016).
- Five new members were added to the committee focusing on where we are going.
- At the Co-Curricular meeting Mike and Lindsay gave update on Semester Conversion activities over the summer.
- Maureen has been added to the invite list to come to the next Co-Curricular and Student Support subcommittee meeting on Nov. 4, 2016.
- Brought Steering committee up to speed on University Hour (U-Hour). Reported that the Co-Curricular subcommittee will need to come up with ideas for U-Hour
- Milestone calendar for next meeting: WST workshops early January; Intersessions: How can we utilize; Degree Audit – Title Nine Holds, WST – non completion, Holds (?)

Communications – Lindsay McCrea
- Lindsay reported that the Communications subcommittee met through the summer. The big push now is Student Advisement.
- New marketing tools will appear throughout campus over the course of the coming AY on what students need to do
- Visiting GS and Transfer student classes re: WST and Title Nine and letting students know the ramifications of not completing the two.
- Monthly spot lights in University internal newsletter: Julie Glass interview regarding the Idea Book

Faculty Development – Lindsay McCrea
- Lindsay reported that membership is getting closer to filling. Meeting next Wednesday 11:00am – 1:00pm will nail down definite time and day. The big concern is people need to be available if they agree to serve.
- Continuing with the IDEA Book. Available on Black Board in the Organization section. Hopefully a new chair will be nominated.
- Two vacancies: CLASS and CEAS to serve on Faculty Development subcommittee

Student Advising – Maureen Scharberg
- Still working on IAP and Student Handbook
- Wendy Chan will come and demo the Bolt-on
Lindsay and Maureen working on Advising Pathways. – Working with Ruthie to get more web base. 4,000 seniors have not yet taken the WST. This is the year of Advising. Staff member Elizabeth will be available to help

**Report on APGS – Donna Wiley**
- Donna reported that she’s trying to get Curriculum through academic senate this year.
- Working on Curriculog proposals so would like them in as soon as possible.
- Status report significant: 30 programs in University approval process; bucket load waiting for CIC. 15 in colleges – lots of programs
- Accomplished integration between Acalog and Peoplesoft. Thanked ITS. As soon as courses and programs are complete they will be pushed through
- Showed preview of SC Curriculum document; Donna went over the document with the committee. Said this would be a depository to go back to if you forgot what you submitted. This is a living document that will be a great resource once complete.

### 4. Report of Senate and Student Committees

**ASI – Hendrix Erhahon**
- Hendrix reported that the board voted to renew student committee. Lindsay McCrea will be the official Advisor.
- Five students: Freshman, Sophomore, Jr., Senior, Transfer, Native and Grad
- Student at large will be chair and will be coming to the SCSC meetings with him.

**CAPR – Duke Austin** (Donna Wiley represented for this meeting)
- In second year of five-year moratorium. Next year program reviews
- CAPRA rescheduling program reviews. Need to get done as soon as possible. Should come through senate next few months.

**CIC – Mitch Watnik**
- Started on catalogue issues. Nine of ten had to do with referrals on changes to policies
- Getting ready to start meeting to approve undergraduate programs. 30 currently in pipeline, few more in colleges
- Should be able to handle four every meeting – 2nd, 4th and 5th Mondays: Recreation, hospitality/Tourism – BS, BA-Biology on tap for this Monday.

**FAC – Elizabeth Bergman**
- Committee started working on Semester changes to RTP and Faculty office policies – Hopes to complete work in Oct or Nov.

**FDEC – ZaNean McClain**
- No report – First meeting October 13, 2016

**GE – Caron Inouye**
- Julie Glass will be back Winter quarter
- Mitch said they met Wednesday and approved first GE classes of the year for semesters from the math department – Math 7 courses approved. Hope to get English done this week.
- Intention is to get department rep in while courses are being considered.
- Decided to go by department rather than area, so you won’t have to come back three or four times
- Caron Inouye is new Director. Looking forward to serving. Right now looking at clusters. Hoping to form GE Task Force to see where we want to go.

**EX-Com – Mark Karplus**
• Working with Directors to appoint vacancies on committees
• Already approved CIC 11 items
• Next – numerous items provision request
• Several action items related to semester conversion: Preparing to bring to senate the three time modules hopefully Oct. 25. Second ready on Nov. 15 or the last senate meeting on Nov. 29

5. Questions and Answers Update – Lindsay McCrea

• Lindsay presented document sent through email and vetted by sponsors and interested parties. She highlighted with the committee areas in document where changes have been made, ie., update of language, on staff Q&A information was added to item 5 about work done over the summer on Student Q&A, 4 items were added and on Faculty Q&A, new information in a number of places, pages 5,6, and 7 regarding questions about GE and grad requirements.
• Mike and Lindsay developed response to question on “what will time modules look like?” on page 8.
• Page 10, language added regarding workload for faculty members.
• Mike read through Q & A and sent comments to Lindsay.
• The Workforce Task Force is an Ex Com Task Force mandated to look and give feedback on the impact on faculty workload. This is a very important committee consisting of five faculty members.
• Lindsay goal today (Oct. 7) was to have the edits and additions of the Q & A’s approved, and vetted through Student and Academic Affairs. She made a request to have committee approve considered Q & A document.
• Motion was made by Glen Perry to approve and seconded by Maureen Scharberg.

6. Proposed Academic Policies for coming AY – Angela Schneider

• Angela reported that she completed the review and made revisions of the Senate documents
• Next is graduation filing – SACC next week before it goes to CIC and Senate
• Next policy will be from review of the University catalogue
• The goal is to complete this sooner to be prepared to do new catalogue next year.

7. New Business – GE and Overlays Submission Deadlines - Hedrick

• The GE and Overlay documents had no deadlines initially, but Chair Julie Glass asked for deadlines for submission.
• Two ways that courses are dictated for approval (referred to page 5, item 6 of the Faculty Q & A handout)
• Proposed Dec. 2 deadline – all GE’s and Overlays must leave
• Proposed Feb. 10 for all GE and Overlay proposals
• Allow GE and various subcommittees time to review these proposals
• A motion was made to approve 16-17 ASCSC 1 by Mitch Watnick and Seconded by Hendrix Erhahon: Dec 2, GE and Overlay proposals must leave department; Feb. 10, all new courses must leave the department
• Mitch gave definition of existing and new GE courses.
• Hendrix proposed removing definition of existing courses, and all other definitions, in parentheses, in the document.
• Mitch disagreed and explained why.
• Hendrix suggested we approve the document provided the background information was re-written to be more clear.
• 16-17 ASCSC 1 was approved unanimously with the expectation that the background information would be re-written.

Meeting adjourned at 2:00pm