Meeting Notes – June 3, 2016 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

| PRESENT | Jeff Bliss, Linda Dobb, Mike Hedrick, David Lopez, Xianjian Lu, ZaNean McClain, Glen Perry, Veronica Salvador, Maureen Scharberg, Nancy Thompson, Donna Wiley, Diane Rush Woods, Meiling Wu |
| ABSENT  | Monica Abruzzo, Diana Balgas, Eileen Barrett, Janeesha Jones, Lindsay McCrea, Borre Ulrichsen, Mitch Watnik |
| GUESTS  | Debbie Chaw, Carolyn Nelson, |
| AGENDA ITEM | Added MPP information draft approved by Semester Conversion Executive Sponsors |

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

2. Report of the Co-Director – Mike Hedrick
- On schedule with conversion review of curriculum. 60% of programs are either in review by senate committees or in review by APGS.
- Time module task force presented to Senate – accepted document to Senate for referral. Senate will vote and forward to President.
- Eileen wanted to thank everyone who worked on the Time Module committee. They produced a great report.
- Made a special motion to acknowledge Eileen Barrett and Jason Singley for setting up a great Semester Conversion process and structure.

3. Report of Subcommittees

Report of the Subcommittees
- **Administrative Support**
  Before Glen presented for the Administrative Support Committee he yielded the floor to our Semester Conversion Executive Sponsors, Debbie Chaw and Carolyn Nelson. They both acknowledged and thanked Jason and Eileen and the entire Semester Conversion committee and Subcommittees for all of their hard work. Asked that they continue with their energy and passion to transform student success. Also thanked Donna Wiley for her work in moving Curriculog forward.
  - Glen informed everyone that he is now ready to distribute funds for the non-academic portion of the budget. Department heads will receive AY 2016/17 budget soon with instructions on using the correct chart field, fund number and project codes. In addition a letter will be included reminding departments to notify Glen once the hire is made.
  - Sample of IAP reports from CSUB and Pomona configurations. CSUEB are now in design phase to be developed over the summer.
  - Jeff explained the Design phase (Branding/Graphic Identity) as things like school colors, logo, graphics, etc and it is just for us to ensure that whatever we decide on we remain on the same page.
  - Glen made a motion to allow the Director of Semester Conversion, in consultation with Communications, Student Advising and Support, & University Advancement to act on behalf of the steering committee to make decisions on the IAP’s graphic identity, so that it can be worked on in the summer. (In light of the fact that the steering committee does not meet in the summer).
  - IAP’s are currently being configured in our system. Consultants gathering information, but not much to report because framework still being built. Need committee to provide information for customization. Hoping this will all be fleshed out in the summer so it can be ready in fall.
  - Mike asked for feedback from the committee on the two sample IAP’s from
Pomona and Bakersfield. Maureen requested to see a copy of CSULA IAP. Glen agreed to obtain a sample.

**Co-Curricular Support**
- Diana Balgas was not present so David Lopez gave brief presentation in her absence. Reported that the Co-Curricular Support committee had their last meeting two weeks ago. That meeting included a lay out plan for the summer and they also reviewed the survey and drafted a letter to present to task force.

**Communications**
- MPP Information
- Focus still on finishing up freshman conversion (17 transfer cohorts)
- Video in production and planning to launch before orientation this summer.
- Welcomed India Christman-Rodriguez to the committee

**Faculty Development**
None

**Student Advising**
- Larry set up two committees: One will be to create a Semester Conversion Handbook set for June 17, 2016; and the second one will be to work on details of the IAP. This meeting will take place on June 23, 2016. They plan on being very busy for the summer.
- Maureen made a request to hire 7 temporary SAP II level advisors. Four will be in college success centers; 1 each in COS and CLASS; and one will be on the Concord campus
- Motion was made to approve Maureen’s hire of the 7 temporary SAP II level advisors. Motion approved and unanimously passed by the committee.
- Meiling asked how the SAP staff would be distributed. Maureen reiterated that each College center would receive 1 temporary hire. Zanean expressed concern about the distribution and need of each College since a bigger college may need more help and a small College may have no need for the temp. Maureen assured that each College will be offered the 1 temporary hire and if a College feels they do not need the temp, they can re-distribute as needed.

### 4. Report of Senate and Student Committees

**ASI**
- Two new ASI Officers have been assigned to Semester Conversion: Mike Hendrix as the new President and Louie Ramos, Vice President of University Affairs.
- Renewing Semester Conversion Ad hoc committee

**CIC**
- Mike gave brief update in Mitch’s absence. Informed committee that the last Senate meeting was held this week. And was happy to report that everything presented to the Senate passed, except for one document that Maureen suggested be returned. Passed are:
  - CSU 42 Overlay
  - American Institution
  - 10-year calendar
  - Quarter semester transfer calender
  - CSU 31
  - CAPR 10
  - CIC 52 Ist
- Time Module BEC12 document to enter into record and referred to Senate and President. This information can be found on the Academic website under committees of the Senate webpage.
- **AY 2016/17** Senate will make recommendation to the President

**FAC**
- Policies were revised so 10-year calendar expects to be on the Senate plate next year.

**FDEC**
- Nothing new to report from last meeting
GE
- Overlay passed and forms are going up today.
- Going through curriculum with Maureen
- Maureen’s observation was that there was only one area (C-2) she hasn’t seen come through, however all others came through.

5. SCSC and Committee Structure Moving Forward – Mike & committee
- Mike discussed SCSC and subcommittee structure document and the changes that he would like to have approved. The major changes are:
  - no assigned time in terms of equity and this has now been changed to stipends
  - Admin Support stipend will be $500 per quarter; Faculty Development and Student Advising will receive 4 double 2’s for the year, however will be able to opt for stipend instead. That can be worked out if need be.
- Committee discussed new revised SCSC and Sub Committee membership list and made changes on the list with input from the committee. The committee felt that someone was needed from Enrollment Management with records of graduation. It was suggested and approved that Angela Schneider, University Registrar would be the new Division of Student Affairs, Staff Representative.
- There was one change on the faculty membership of the Semester Conversion Steering Committee: A proposal to have a COBRA representative rather than a CAPR representative; both Meiling and Dianne had concerns with this and wanted to know the rationale behind this decision. Concerned as to why one committee would be excluded when it was easier to keep Donna since she is on CAPR and add a COBRA representative. Committee voted to keep the representative from CAPR and invite C OBRA to select a representative for the SCSC.
- The membership list was approved with minor modifications; Mike can present to Senate and Executive committee.
- Glen made a motion to the committee to add an ERP consultant to the Administrative Support committee. Motion was seconded and approved.

6. Degree Audit Status Report – Veronica Salvador
- 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.

7. Curriculum and Curriculog Update – Donna Wiley
- Donna went over the Semester Conversion Curriculum Status report as of 6/2/2016 that was handed out to the committee for discussion. She is happy about the progress of the new system that’s been implemented. Please let her know if you see any discrepancies.
  - General idea of how many programs are completed: 2 colleges (science and business) all programs out of college
  - CLASS after today will have all programs out of college
  - CEAS still needs a little work; majority are done
  - Congratulated her staff for all of the hard work they’ve done

MPP Discussion – Mike Hedrick
- Mike presented MPP information document with committee; the draft was vetted by Executive Sponsors and now needs the SCSC to read and approve.
- This document is meant to reinforce to all managers, in all departments, regardless of title/positions to continue to have a discussion with their staff about the Semester Conversion so that everyone is aware and updated.
- Motion was made to approve the draft. Motion approved and unanimously passed by the committee.

Meeting adjourned at 1:30pm