Meeting Notes – February 10, 2017 Noon to 2 PM UU-102  
Steering Committee of Semester Conversion

PRESENT  
Stephanie Alexander, Diana Balgas, Larry Bliss, Paul Carpenter, Matt Collins (for Phoebe Kwan), Linda Dobb, Julie Glass, Mike Hedrick, Xianjian Lu, Lindsay McCrea, ZaNean McClain, Veronica Salvador, Jason Smith, Mitch Watnik, Donna Wiley, Dianne Rush Woods.

ABSENT  
Jeff Bliss, Vicki Cosgrove, Hendrix Erhahon, Caron Inouye, Mark Karplus, Glen Perry, Louis Ramos, Maureen Scharberg Angela Schneider.

GUESTS  
Debbie Chaw

AGENDA MINUTES  
Motion to approve agenda: Julie Glass/Lindsay McCrea/Passed  
Motion to approve minutes: Lindsay McCrea/Linda Dobb/Passed

1. Report of the Directors – Hedrick/McCrea

- Mike reported that the provost is funding six super advisors that will be faculty advisors for top six departments: In terms of number of majors…start this summer with stipend…six dept. are: biology, psychology, health science, criminal justice, kinesiology, and sociology. This will help with advising and getting students through the system and moving toward graduation.
- Lindsay asked how positions are being funded. Although she believes the funding will come from the Semester Conversion budget, she is not sure and wants to confirm. Mike thought the funding was coming from Academic Affairs budget.
- Debbie Chaw hadn’t heard of the proposal for the super six, but is sure it will be cleared up soon.
- Summer session is a 40-hour training session for these super advisors.
- Mike thinks this won’t just be short term. The provost may add more departments over time as part of the grad initiatives.
- The role of the super six is to gather data from all different platforms used to advise students so that we can be informed on the some of the decisions we make.
- Mike also reported that the advising is going well. Michel Hingst is continuing to provide IAP training.
- Student Advising – IAP training…faculty used as advisors have had their names submitted on the list serv. The thought is, that it needs to come from chairs because faculty are not really attending these training sessions.

2. Report of the Subcommittees - All

-Admin Support:
  - Veronica reported that committee did not meet this week but that they are entering the system testing phase. Green on all configurations.
  - One topic of discussion is the impact of additional policy adoption on our current timeline. Glen is keeping an eye on this. Some of the items are tied to CIC policy.

-Co-Curricular Support:
  - Diana reported that time was focused on pilot u hour at the SC Co-Curricular and Student Support subcommittee meeting. She relayed that there were lots of questions and some desire for more details. The subcommittee have brainstormed about a number of programs and activities for u-hour, but not knowing criteria yet, it stalls peoples planning and ideas. People may develop things that don’t meet criteria. Try flushing things out by spring.
  - Diana and Mark have been in conversation about ExCom’s charge to assess. They’ve been exchanging information and thinks they will continue to have ongoing conversation on next steps for this 3 year time module.
  - Committee charges might be modified.
• Lindsay said she was unable to attend the ExCom meeting but would hope that what it would look like would come out of the co-curricular committee. Suggest that committee meet more frequently in order to meet that charge so ExCom can come up with an assessment. She thinks this co-curricular group is very diverse in terms of its membership and thinks there are a lot of answers in the group to come up with recommendations on what it would really look like.
• The co-curricular subcommittee wants to know what we will be assessed against so that they can plan their program on what they’ll be assessed on. (??)
• Lindsay thinks Co-curricular will come up with what it looks like, then ex com can come up with their assessment plan. The assessment could come out of ex com.
• Diana thinks we should keep it simple so we will be ready for 2020. The committee is asking for more detail in order to plan what it will look like.
• Lindsay thinks structure and details should come from ex com.
• Diana mentioned that the co-curricular subcommittee discussed in their meeting who would manage? The administration?
• Are we using U hour for activities that _____ ???
• U-Hour suggestions: non student activities; department meetings, students being able to stop and take time to do what they want to do. Wide variety of activities.
• Mike said he feels the steering committee can make the decision as to whether co-curricular would be charged with setting U-hour criteria to present to ex com?
• Diana also reported that her committee spent significant time looking at the timeline on new freshman learning communities and feels the co-curricular subcommittee can do the work, but, it must be some agreement about that since this committee did not set the assessment plan up.

-Communication:
• Lindsay reported that the banners have been created and that there is a small glitch and a piece needs to be created to hold banner down. The feather banners are focused on some aspect of advising…posters going up basically telling students what they need to do.
• Continue to have a spotlight on the university internal newsletter each month. So far topics are: workload task force, WTU semesters, workshop from faculty development subcommittee, “Teach Smarter, Work Harder”
• Good presentation about Semester Conversion from other members presenting from No. Calif Community College Advisors group. Consistency, and getting the word out there was the message.
• Larry said one of the banners is set up now behind the counter of the student services building and will be up in about a week. There will be different banners next quarter and third version in fall.
• Maureen and Lindsay are working on a strategy on how to get communication out to staff about different CIC policies so that we can be sure students are informed about these changes.

-Faculty Development:
• Julie Glass reported for the Faculty Development subcommittee in Mary D’alleva’s absence. She said the subcommittee is discussing work for spring quarter as well as thinking of the role they will play next academic year to institutionalize and leverage work.
• She also reported that there was good attendance at the workshop. They previewed the Idea book, talked about the logistics of moving between quarters and semesters and created a parking lot for future workshops.

-Student Advising:
• No report

4. Report of APGS:
• No report
4. Report of Senate and Student Committees

ASI – Hendrix Erhahon
- No report

CAPRA – Stephanie Alexander
- Stephanie reported that continuing work on updating procedures and policies of timeline. Beginning work on program annual report.

CIC – Mitch Watnik
- Mitch reported CIC policies that are of most concern, are policies leading up to semesters having to do with prerequisites for upper division courses with College of Science.
- Registrar’s office requested graduation policies.
- Change in that policy: You must file to graduate the quarter before you graduate. Those graduating in spring had to file in the fall this quarter. There will be a set deadline now: Spring graduates must file by Oct. 1. This won’t be a hard deadline. File by deadline they will go by chronological order.
- Senate passed the graduation policy on grade forgiveness. Policy says, that if student gets a D or an F in a course they can retake and have the D or F wiped out, subject to limitations dictated by chancellor’s office. But, don’t think this has been approved yet.
- Dean Scharberg asked that students do not get priority registration to repeat a course. This was approved by CIC, now needs to be approved by senate.
- Other change is student cannot repeat course if they get a C or better. So far we’ve been marginally allowing that, but no more.
- Approved a few more programs. Down the pipe is how we will satisfy writing skills requirement and second comp approval. Writing skills finally met and working on process. Courses can apply to be a writing II course through curricular. CIC has clarified that second comp courses will go through writing skills subcommittee. Talking about opening door to make second tier writing be a major course. This is on the table for discussion and will be a major change.
- Dean Lu asked if lower division/upper division is still an issue. Mitch responded that the second comp course, senate agreed policy would be lower division by definition. According to Maureen Scharberg, there may be some transfer students who don’t have equivalent of second comp course and thinks chancellor office will not agree to that so all may have to be lower division. However, writing skills requirement have to be upper division courses. (??)
- Program review? Graduate subcommittee almost done. Very few programs left. Reviewed ethnic study and history and BS in psychology are approved. Bachelors in communication, liberal studies, few from ED program still in pipeline. CIC isn’t the bottleneck at this point

Ex-Com
- Mike reported that last couple of meetings dealing with discussion issues and not new business. Hope that changes in next couple of meetings. Not much to report

FAC – Linda Dobb
- Policies moving forward to ExCom. Primarily with policies that will divide work and update for semester. Post review and department chair appointment review. Lecturer subcommittee office hours.
- Bylaws in constitution
- RTP and administrative officers, student evaluating of teaching. Should we put more into this? This will divide in two policies
- Question: When we move to semesters do you imagine policy might have expectation of four hours? Linda Dobb responded that three hours seems to be a pretty normal thing and that we must insist on at least one hour per week.
- Committee discussed a few alternative ways to communicate with students
- Lindsay voiced her concern about alternative ways for office hours? She feels
this is constrictive to everyone’s lifestyle.

- Linda Dobb said part of purpose of office hour is to assure there is some moment in time that you are on campus. Lindsay feels it’s very archaic...
- Dianne Woods feels face to face is more effective
- Linda Dobb said if you’re teaching on line there is an exemption, but you still musts be available by telephone for one hour.
- On line office hours while in office.
- Mitch went over policy regarding part time faculty office hours. – policy said minimum of one hour

FDEC – ZaNean McClain

- Zanean reported that Ken Duron is getting people inquiring about Pioneer Pete issue, the CSUEB mascot. Lot of students wanting to go back to drawing board about who Pioneer Pete is? Back on the table from last year. Resource center, African American resource center - when will that happen for the dreamers? Resolution was established…thinks that’s moving forward.
- Reported on events coming up: February 20, 2017 at 10:00am incarcerated Japanese immigrants; inclusive excellence week; unconscious bias trainings on February 24, 2017. Needs to be more people attending. - please register, very beneficial
- CSUEB is considered a safe campus
- Application for dreamer’s scholarship down 50% because of what’s going on. 25,000 a year for five years.
- Diana Balgas said in light of the President’s recent policy on undocumented students, 50% reduction in applications for state aid is back down. We are part of dreamer US…founder mirrored the millennial’s program…Partner University with SJS and SFS. Provides opportunity to fund 10 new dreamers. 10 students a year, each year we can add 10 scholars. There are now about 56 students that have started application process.
- Undocumented student’s trainings that are going on now; task force developed to help form resources for faculty students and staff.
- Questions: How will we assess U hour? What does it look like? Still concerned about structure of the U hour.

GE – Julie Glass

- Continuing to review courses. Moving courses along, approving or rerouting them back.
- Question about courses being cross listed. Requirement of upper division that you must take courses out of your major
- Contradiction happening around C-4 and D-4…think class chairs will be coming forward with something.
- Mitch reported that first code class came through and that they rejected our first course as a committee.

Co-curricular - Donna Wiley

- Donna reported that curriculum almost all complete. Working on getting program proposal to APGS. Down to three or four. Still couple of difficult ones.

Advising update – Larry Bliss

- Larry reported that the Advising subcommittee is meeting every two weeks. Growing listserv for faculty advisors. Change in advisor subcommittee; we are now having an advising subcommittee meeting and the alternate week we will invite every advisor on the list serv.
- Most recent was yesterday, we invited registrar’s office to talk to us about grad petition process. Encouraging people to graduate early is creating potential backlog in register’s office with people planning to graduate this spring (or early)
- In addition to semester conversion advising subcommittee meeting, Maureen and Larry are also meeting separately with five faculty members on the advising subcommittee to talk about ways to help get faculty more up to speed on software pieces, bay advisors, etc…one faculty raised the idea of creating the super advisors for some of the larger majors on campus.
- Talked about creating a faculty advisor mentor program that provides additional education for faculty who want more in-depth education on philosophy, style, etc... but this may not be the best year for that. This can be part of the training this summer for the six super advisors. Maureen took idea to provost...provost approved one year pilot program. Budget may be from Semester Conversion budget. Faculty who are selected will be expected to participate in 40 hours of training over summer.... four units of work release in their dept. each quarter, working with us to assure students grad in their major and assisting faculty
- An analytical piece is included
- Hopefully summer training will provide with you with a model and a sample.
- Larry thinks an education program that exposes new faculty to the way advising works on this campus is a step in the right direction.
- New faculty orientation is two days and is very dense. Suggestion made that maybe the beginning of second year would be a time to have a second-year orientation and talk about student advising, etc...
- Dianne said two days, institutes, some sort of training to move you along.
- Members expressed different opinions on the orientation of new faculty; how it should be done, etc...
- Some committee members feel this should be part of a bigger conversation.... possibly under workload?? Maybe take a relook in terms of what is the expectation.
- Faculty advisors in listserv who are they? They’re all major advising. Professional advisors do the breath of advising. Faculty are all major advisors who don’t deal with GE

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

- Mike briefly discussed the subcommittee charge and would like members to go back to subcommittees, discuss the charge in light of where we are now and where we’re going. Take a close look and really examine if the charge still makes sense.... what needs to be changed, if anything.
- Come back with ideas from your subcommittees for the steering committee next month, so we can hold a vote of the potential changes and look to implement come spring quarter.
- Julie’s committee talked about strongly aligning themselves with supporting the office of faculty development. Merging our efforts with their efforts.

**Meeting Adjourned: 1:20 pm**