MEMORANDUM

TO: The Semester Conversion Steering Committee

FROM: Diana M. Balgas, Co-Chair of Co-Curricular and Student Support Subcommittee
      Martin Castillo, Co-Chair of Co-Curricular and Student Support Subcommittee

SUBJECT: University Hour Survey

PURPOSE: For endorsement by the Semester Conversion Steering Committee

ACTION REQUESTED:
As co-chairs of the Co-Curricular and Student Support (CCSS) Subcommittee for Semester Conversion at Cal State East Bay, we request Semester Conversion Steering Committee endorsement of the following University Hour Survey.

BACKGROUND INFORMATION:
With semester conversion coming in the Fall of 2018, the Co-Curricular and Student Support Subcommittee, Associated Students, Inc., and the Time Modules Task Force have been exploring the possibility of adding a University Hour to the academic schedule. The CCSS meets monthly and University Hour is a standing agenda item.

The CCSS is interested in collecting data from students, faculty, staff, and administrators to inform the discussion on Time Modules in the semester system. The survey would also serve as an information piece to the survey participants. The attached University Hour Survey will be distributed to the CSUEB community as early as April 25, 2016.

At the CCSS meeting held on March 11, 2016, the subcommittee members discussed a draft version of the University Hour description and survey items. Feedback received from CCSS, Time Modules Task Force, and the Executive Sponsors for Semester Conversion have been considered and several changes were made to the draft document.

On April 8, 2016, the Co-Curricular and Student Support Subcommittee unanimously approved the following University Hour Survey and requested the endorsement of the Semester Conversion Steering Committee.

cc: Eileen Barrett
As part of Semester Conversion, the University is considering implementing a University Hour (U-Hour). The U-Hour is a period of time during the day in which lecture classes would not be scheduled to allow time for various opportunities that could encourage students, faculty, staff, and administrators to be more engaged in campus life and create a better sense of campus community. The purpose of this survey is to assess the campus community as to whether or not a U-Hour be included in the Semester Schedule.

Please complete the following survey:

1. Please indicate which of the following applies to you:
   A. Undergraduate student
   B. Graduate student
   C. Full-time faculty
   D. Part-time faculty
   E. Staff
   F. Administrator

2. Of the four options below, please indicate your preference (only 1 can be selected):
   A. I prefer a schedule with a University Hour in the middle of the day (e.g., 12-1) that would enable me (and others) to participate.
   B. I prefer a schedule with a University Hour late in the day (e.g., at or after 2 pm) that would enable me (and others) to participate.
   C. I prefer a schedule where courses are scheduled throughout the day without a University Hour.
   D. No preference

3. Please feel free to include additional thoughts/comments.

THANK YOU FOR YOUR FEEDBACK!