TO: The Semester Conversion Steering Committee
FROM: The Co-Curricular and Student Support Subcommittee for Semester Conversion
SUBJECT: Recommendations for University Hour

PURPOSE: That the SCSC approve this recommendation to the Executive Committee of the Academic Senate

ACTION REQUESTED:
That the Executive Committee of the Academic Senate approve the following written recommendations for University Hour, effective Fall 2018 and determine which body will assess how the recommended outcomes will be evaluated.

BACKGROUND INFORMATION:
During the 2017 winter quarter, the Semester Conversion Steering Committee (SCSC) charged the Co-Curricular and Student Support (CCSS) subcommittee with the task of providing recommendations on structure, coordination, use, and assessment of the University Hour under the semester schedule. The CCSS subcommittee was asked to share the recommendations with the SCSC and the Executive Committee of the Academic Senate by the 2018 spring quarter via a written report.

Three workgroups were formed during the 2017 summer quarter to discuss and draft initial recommendations. Draft recommendations were discussed and finalized by the CCSS subcommittee during the 2017 fall quarter as shown below.

UNIVERSITY HOUR RECOMMENDATIONS:

Outcomes:
- Supports the overarching goals of student success
- Promotes campus community engagement and sense of belonging
- Improves campus climate
- Fosters diversity and inclusion competencies
- Increases retention among students, faculty, and staff

Programming:
- Encourage programming window of 50 minutes (12:15 – 1:05pm) to allow for travel to 1:15 classes
- Utilize Tuesdays for “open”/informal programming
• Utilize Thursdays for structured/formal programming via pre-determined themes for each week

<table>
<thead>
<tr>
<th>Thursday Week</th>
<th>Programming Theme</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Student programming (Greek Games, Election debates, Pep rallies, etc.)</td>
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<tr>
<td>Week 2</td>
<td>Departments, colleges, library programming (Teach-ins, Study skills/ FAFSA workshops, etc.)</td>
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<td>Week 3</td>
<td>University-wide programming (Al Fresco, Career Fairs, Grad Fair, etc.)</td>
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<td>Week 4</td>
<td>Diversity and staff enrichment programming (Ally training, Cultural celebrations, etc.)</td>
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**Coordination:**
- Coordinate logistics via the University Unions Department (programming forms, calendars, etc.)
- Limit coordination to formal programming
- Utilize BaySync software for scheduling, tracking, and assessment
- Create logo and website
- Recruit CCSS subcommittee members to serve as advisory group for first year of conversion

**Assessment:** *Using the outcomes listed above, we recommend the following strategies:*
- Utilize BaySync software to send invites and collect assessment data
- For formal programming, align assessment with student success outcomes (Graduation 2025)
- Use focus groups for setting assessment outcomes
- Assign resources for assessment process (staff/internships)
- Request from individual departments/faculty/college service centers data regarding student contacts during U-Hour (advising, faculty office hours, department meetings, etc.)