

## Administrative Support Subcommittee Agenda

February 8, 2018 10:00am – 11:00am

SA-4350

### Administrative Support Subcommittee Members:

Joanna Giron, Michael Hedrick, Jasmin Magallanes, Cesar Maloles, Lindsay McCrea, Twinki Mistry, Flo Olney, Glen Perry (co-chair), Manuel Saldanha, Ilana Samuels, Veronica Salvador (co-chair), Surendra Sarnikar, Maureen Scharberg, Angela Schneider

**Purpose of the Administrative Support Sub-Committee:** The SC Steering Committee has formed five subcommittees to support its work. Subcommittees are charged with carrying out preliminary work to inform decisions taken by the SC Steering Committee. The mission of the Administrative Support Subcommittee is to provide analysis and recommendations for policy and procedural changes required by the University's conversion to a semester calendar.

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Approval of Agenda (Action)	Glen Perry/Veronica Salvador
Approval of the Minutes	Glen Perry/Veronica Salvador
Report from the Chair	Glen Perry/Veronica Salvador
Semester Conversion Dashboard	Veronica Salvador
Degree Audit and Student Records	Manuel Saldanha
University Catalog, Policy Reviews and Printed Materials (Information)	Maureen Scharberg / Angela Schneider
Open Discussion	All

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