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Administrative Support Subcommittee

2015-2016		
DATE	AGENDA	MINUTES
6/15/15	Agenda	Minutes
7/17/15	Agenda	Minutes
7/31/15	Agenda	Minutes
8/28/15	Agenda	Minutes
9/11/15	Agenda	Minutes
10/8/15	Agenda	Minutes
11/5/15	Agenda	Minutes
11/23/15	Agenda	Minutes
12/3/15	Agenda	Minutes
1/14/16	Agenda	Minutes
2/25/16	Agenda	Minutes
3/10/16	Agenda	Minutes
3/24/16	Agenda	Minutes
4/7/18	Agenda	
4/21/16	Agenda	
5/19/16	Agenda	Minutes
6/2/16	Agenda	Minutes
6/16/16	Agenda	Minutes
7/14/16	Agenda	Minutes
8/11/16	Agenda	Minutes
8/25/16	Agenda	Minutes
9/8/16	Agenda	Minutes

Administrative Support Organizational Meeting

June 15, 2015 – 1:00-2:00 pm
SA 3200A

Administrative Support Subcommittee Members:
Glen Perry (Chair), AVP, Special Projects and Project Manager of the Semester Conversion Initiative
Angela Schneider, AVP, Student Systems and University Registrar
Rhonda Johnson, Executive Director for Financial Aid
John Pliska, Executive Director for Admissions
Darrel Haydon, AVP, Financial Services
David Corral, Director, Application Management Services
Manuel Saldanha, Director, Student Applications
Nicole Davidson, Director, Admissions Operations and Technology
Amanda Segura, Director, Enrollment Development
Donna Wiley, Interim AVP, Academic Programs and Graduate Studies
Liz Ginno, Faculty Representative
Cesar Maloles, Faculty Representative
Student Representative (to be named)

Purpose of the Administrative Support Subcommittee: 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

1:00 p.m. – 1:05 p.m.	Welcome, Introductions	
1:05 p.m. – 1:20 p.m.	Review of Charge	Perry
1:20 p.m. – 1:35 p.m.	Project Plan and Timeline	Perry
1:35 p.m. – 1:50 p.m.	Introduction to Campus Fit Gap	Perry
1:50 p.m. – 2:00 p.m.	General Discussion	Perry
2:00 p.m.	Adjournment	

Administrative Support Meeting

July 17, 2015 – 1:00-2:30 pm
SA 4350

1:00 p.m. – 1:05 p.m.	Welcome	
1:05 p.m. – 1:25 p.m.	Semester Conversion Budget	Perry
1:25 p.m. – 1:40 p.m.	Status of Fit Gaps	Perry
1:40 p.m. – 2:00 p.m.	Identify process to review possible business changes	Perry
2:00 p.m. – 2:20 p.m.	Additional Projects	Perry
2:20 p.m. – 2:30 p.m.	General Discussion	
2:30 p.m.	Adjournment	

Administrative Support Meeting

July 31, 2015 – 1:00-2:30 pm

SA 2200A

1:00 p.m. – 1:20 p.m.	Infrastructure Fit-Gap with ERP Analysts	Perry
1:20 p.m. – 1:40 p.m.	Report for the Policy Review Work Group	Barret Ginno Schneider Wiley
1:40 p.m. – 2:00 p.m.	Business Process Change: Submit for committee review prior to fit-gap	Perry
2:00 p.m. – 2:30 p.m.	General Discussion	Perry
2:30 p.m.	Adjournment	

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Administrative Support Meeting

August 28, 2015 – 1:30-3:00 pm
SA 2200A

1:30 p.m. – 2:00 p.m.	Review of draft records calendar	Perry
2:00 p.m. – 2:20 p.m.	Report for the Policy Review Work Group	Schneider
2:20 p.m. – 2:40 p.m.	Fit Gap	Perry
2:40 p.m. – 3:00 p.m.	General Discussion	Perry
3:00 p.m.	Adjournment	

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Administrative Support Meeting

September 11, 2015 – 1:30-3:00 pm
SA 2200A

1:30 p.m. – 2:00 p.m.	Review of draft calendar for graduation process	Perry
2:00 p.m. – 2:20 p.m.	Report for the Policy Review Work Group	Schneider Barrett Ginno Wiley
2:20 p.m. – 2:40 p.m.	Fit Gap Status and next steps	Perry
2:40 p.m. – 3:00 p.m.	General Discussion Next meeting on Fall schedule following quarter break	Perry
3:00 p.m.	Adjournment	

Administrative Support Meeting

October 8, 2015 – 10:00 am – 11:30 am

SA 4600A

10:00 am – 10:10 am	Approval of Agenda Approval of Minutes	Perry
10:10 am - 10:30 am	Fit Gap Status and next steps	Perry
10:30 am - 10:40 am	Report for the Policy Review Work Group (Google drive Semester Conv- Admin Support Subcommittee>Policy Documents Work Group) Working Group timeline for deliverables	Schneider Barrett Ginno Wiley Perry
10:40 am - 11:00 am	Financial Aid referral to SCSC (document will be distributed prior to meeting)	Perry
11:00 am - 11:30 am	General Discussion Next meeting on Fall schedule following quarter break	Perry
11:30 am	Adjournment	

Administrative Support Meeting

November 5, 2015 – 10:00-11:30 am
SA 4600A

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes	
10:10 a.m. – 10:30 a.m.	Fit Gap Status and next steps Degree Audit Status	Perry Salvador
10:30 a.m. – 10:50 a.m.	Report for the Policy Review Work Group Registration Calendar	Schneider Barrett Ginno Wiley Schneider
10:50 a.m. – 11:10 a.m.	Enhancement Request Prioritization	Perry
11:10 a.m. 11:30 am	General Discussion	Perry
11:30 a.m.	Adjournment	

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Administrative Support Meeting

December 3, 2015 – 10:00-11:30 am

SA 4600A

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes	
10:10 a.m. – 10:20 a.m.	Faculty Release Time or Overload Pay	Perry
10:20 a.m. – 10:40 a.m.	Closure of Fit Gap	Perry Salvador
10:40 a.m. – 10:55 a.m.	Senate Referrals Curriculog	Barrett
10:55 a.m. - 11:10 am	Meeting Times for Winter	Perry
11:10 a.m. - 11:30 a.m.	General Discussion	
11:30 a.m.	Adjournment	

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Administrative Support Meeting

January 14, 2016 – 10:00-11:30 am

SA 2200A

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes	
10:10 a.m. – 10:20 a.m.	Closure of Fit Gap and Next Steps	Perry Salvador
10:20 a.m. – 10:40 a.m.	Project Planning Degree Audit Quarters	Salvador
10:40 a.m. – 10:55 a.m.	Senate Referrals Curriculog	Barrett
10:55 a.m. - 11:10 am	Request to fill temporary position	Perry
11:10 a.m. - 11:30 a.m.	Calendar Updates	Schneider
11:30 a.m.	Adjournment	

Administrative Support Meeting

February 25, 2016 – 10:00-11:30 am

SA 2200A

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes	
10:10 a.m. – 10:30 a.m.	Submission of Scope of Work and Budget	Perry
10:30 a.m. – 10:50 a.m.	Project Planning, Timeline Degree Audit Quarters	Perry
10:50 a.m. – 11:20 a.m.	Around the table	All
11:20 a.m.	Adjournment	

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Administrative Support Meeting

March 24, 2016 – 10:00-11:30 am

SA 4350

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes	
10:10 a.m. – 10:30 a.m.	Response to Scope of Work – Phase II	Perry
10:30 a.m. – 10:50 a.m.	Project Planning, Timeline Degree Audit Quarters	Perry Saldanha
10:50 a.m. – 11:30 a.m.	Around the table and Work Group Reports	All
11:30 a.m.	Adjournment	

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Administrative Support Meeting

April 7, 2016 – 10:00-11:30 am

SA 4350

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes	
10:10 a.m. – 10:20 a.m.	Degree Audit - Quarters	Saldanha
10:20 a.m. – 10:40 a.m.	Request from AACE Director	Perry
10:40 a.m. – 11:30 a.m.	Project Timeline	Perry
11:30 a.m.	Adjournment	

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Administrative Support Meeting

April 21 2016 – 10:00-11:30 am

SA 4350

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes	
10:10 a.m. – 10:20 a.m.	Degree Audit - Quarters	Saldanha
10:20 a.m. – 10:50 a.m.	Project Request for Admissions Business Enhancements (TC/OCR) Addendum to Fit-Gap Report	Perry
10:50 a.m. – 11:30 a.m.	Project Updates and Around the Table	Perry/Salvador
11:30 a.m.	Adjournment	

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Administrative Support Subcommittee Agenda

May 19, 2016– 10:00am – 11:30am
SA 4350

Administrative Support Subcommittee Members:
Glen Perry (Chair), AVP, Special Projects and Project Manager of the Semester Conversion Initiative
Angela Schneider, AVP, Student Systems and University Registrar
Rhonda Johnson, Executive Director for Financial Aid
John Pliska, Executive Director for Admissions
Darrell Haydon, AVP, Financial Services
David Corral, Director, Application Management Services
Manuel Saldanha, Director, Student Applications
Nicole Davidson, Director, Admissions Operations and Technology
Amanda Segura, Director, Enrollment Development
Donna Wiley, Interim AVP, Academic Programs and Graduate Studies
Liz Ginno, Faculty Representative
Cesar Maloles, Faculty Representative
Student Representative (to be named)

Purpose of the Administrative Support Subcommittee: 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

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes	
10:10 a.m – 10:45 a.m	Phase II Kick-Off follow up – What's Next	Perry
10:45 a.m. – 11:20 a.m.	Allocation of Semester Conversion Funding for Technical/Fit-Gap portion of the budget plan	Perry
11:20 a.m. – 11:30 a.m.	General Discussion	
2:00 p.m.	Adjournment	

Administrative Support Subcommittee Agenda

June 2, 2016– 10:00am – 11:00am

SA 4350

Administrative Support Subcommittee Members:
Eileen Barrett David Corral, Liz Ginno, Darrell Haydon, Michael Hedrick, Rhonda Johnson, Jasmin Magallanes, Cesar Maloles, Lindsay McCrae, Twinki Mistry, Glen Perry (Chair), Manuel Saldanha, Veronica Salvador, Angela Schneider, Amanda Segura, Donna Wiley, Julie Wong

Purpose of the Administrative Support Subcommittee: 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

10:00 a.m. – 10:10 a.m.	Approval of Agenda and Minutes
10:10 a.m – 10:30 a.m	Upcoming Allocation Memos
10:30 a.m. – 10:45 a.m.	Current ERP assignments
10:45 a.m. – 11:00 a.m.	Degree Audit Update
11:00 a.m.	Adjournment

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Administrative Support Subcommittee Agenda

June 16, 2016– 10:00am – 11:00am

SF-0328

Administrative Support Subcommittee Members:
David Corral, Liz Ginno, Darrell Haydon, Michael Hedrick, Cathey Hurtt, Rhonda Johnson, Jasmin Magallanes, Cesar Maloles, Lindsay McCrae, Glen Perry (co-chair), Manuel Saldanha, Veronica Salvador (co-chair), Angela Schneider, Amanda Segura, Donna Wiley

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.

Approval of Agenda and Minutes	Glen Perry
Update on Budget Allocation Memo	Glen Perry
Update on SharePoint site	Glen Perry
MPP Talking Points	Veronica Salvador
Review Project Schedule	Glen Perry
Degree Audit	Manuel Saldanha
Other Items	All

Meeting Adjourned

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Administrative Support Subcommittee Agenda

July 14, 2016– 10:00am – 11:00am

SA-4350

Administrative Support Subcommittee Members:
David Corral, Liz Ginno, Darrell Haydon, Michael Hedrick, Cathey Hurtt, Rhonda Johnson, Jasmin Magallanes, Cesar Maloles, Lindsay McCrae, Glen Perry (co-chair), Manuel Saldanha, Veronica Salvador (co-chair), Angela Schneider, Amanda Segura, Donna Wiley

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.

Approval of Agenda and Minutes	Glen Perry
Review Project Schedule	Glen Perry
Degree Audit	Manuel Saldanha
Open Discussion: Planning for 2016-17 Action Items and Goals	All
Other Items	All
Meeting Adjourned	

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Administrative Support Subcommittee Agenda

August 11, 2016– 10:00am – 11:00am

SA-4350

Administrative Support Subcommittee Members:
David Corral, Liz Ginno, Darrell Haydon, Michael Hedrick, Cathey Hurtt, Rhonda Johnson, Jasmin Magallanes, Cesar Maloles, Lindsay McCrea, Glen Perry (co-chair), Manuel Saldanha, Veronica Salvador (co-chair), Maureen Scharberg, Angela Schneider, Amanda Segura, Donna Wiley

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.

Approval of Agenda and Minutes	Glen Perry
Review Project Schedule	Glen Perry
Degree Audit	Manuel Saldanha
Open Discussion: Planning for 2016-17 Action Items and Goals	All
Other Items	All
Meeting Adjourned	

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Administrative Support Subcommittee Agenda

August 25, 2016– 10:00am – 11:00am

SA-4350

Administrative Support Subcommittee Members:
David Corral, Liz Ginno, Darrell Haydon, Michael Hedrick, Cathey Hurtt, Rhonda Johnson, Jasmin Magallanes, Cesar Maloles, Lindsay McCrae, Glen Perry (co-chair), Manuel Saldanha, Veronica Salvador (co-chair), Maureen Scharberg, Angela Schneider, Amanda Segura, Donna Wiley

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.

Approval of Agenda and Minutes	Glen Perry
Review Project Schedule	Glen Perry
Degree Audit	Manuel Saldanha
Semester Conversion Dashboard	Veronica Salvador
Open Discussion: Planning for 2016-17 Action Items and Goals	All
Other Items	All
Meeting Adjourned	

Administrative Support Subcommittee Agenda

September 8, 2016– 10:00am – 11:00am

SA-4350

Administrative Support Subcommittee Members:
David Corral, Liz Ginno, Darrell Haydon, Michael Hedrick, Cathey Hurtt, Rhonda Johnson, Jasmin Magallanes, Cesar Maloles, Lindsay McCrae, Glen Perry (co-chair), Manuel Saldanha, Veronica Salvador (co-chair), Maureen Scharberg, Angela Schneider, Amanda Segura, Donna Wiley

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.

Approval of Agenda and Minutes	Glen Perry
Review Project Schedule	Glen Perry
Degree Audit	Manuel Saldanha
Semester Conversion Dashboard	Veronica Salvador
Acalog People Soft Migration	Donna Wiley
Open Discussion: Planning for 2016-17 Action Items and Goals	All
Other Items	All
Meeting Adjourned	

Meeting Notes – June 15, 2015 1:00-2 PM SA 3200A
Administrative Support Subcommittee of Semester Conversion

PRESENT	David Corral, Nicole Davidson, Liz Ginno, Darrell Haydon, Rhonda Johnson, Lindsay McCrea, Glen Perry, John Pliska, Manuel Saldanha, Angela Schneider, Amanda Segura, Jason Singley, Julie Wong, Donna Wiley
ABSENT	Eileen Barrett, Cesar Maloles
GUESTS	
AGENDA	
MINUTES	

AGENDA ITEM	
1. Welcome, Introductions	
	• First Organizational Meeting
2. Review of Charge	
	• Purpose of the Administrative Support Subcommittee: 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. • Review of the Semester Conversion Website
3. Project Plan and Timeline	
	• Review of Gantt Chart • Primary Tasks of the next two weeks - Review documents - Prepare scope of work for Fit Gap - Administration to review project budget • The Subcommittee will get documents ready for the SCSC and SCD to review for referral to the Senate in the fall. Completion of review of policy documents by Senate will facilitate a focus on curriculum and early consideration of proposals allowing the curriculum documents to move forward through Senate committees.
4. Introduction of Campus Fit Gap	
	• Large percentage of IT budget funded by Chancellors Office, but is dependent on Fit Gap results • Please inform Perry of any key people that will be missing during the Fit Gap period • There will be a kick off meeting before the start of the Fit Gap
5. General Discussion	
	• Action Items - Post the Gantt Chart for the committee to review - Post the CSU LA Fit Gap PDF - Post edited East Bay version of Fit Gap Scope documents
6. Communication/Announcements	
	None
7. Adjournment	
Meeting adjourned	Meeting adjourned 2 PM.

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CALIFORNIA STATE UNIVERSITY EAST BAY

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Meeting Notes – July 17, 2015 1:00-2:30 PM SA 4350A
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, Debbie Chaw, David Corral, Nicole Davidson, Liz Ginno, Darrell Haydon, Twinkie Minstry, Glen Perry, Manuel Saldanha, Angela Schneider, Amanda Segura, , Donna Wiley
ABSENT	Rhonda Johnson, Cesar Maloles, Lindsay McCrea, John Pliska, Jason Singley, Julie Wong
GUESTS	Veronica Salvador
AGENDA	No Changes, Motion to accept agenda, vote approved. M/S/P
MINUTES	No Changes vote approved. M/S/P

AGENDA ITEM	
1. Welcome, Introductions	
2. Semester Conversion Budget	
	• The academic budget for Semester Conversion still needs to be reviewed by the Steering Committee then approved by the President. The Chancellor's Office would also like to review the budget after the Fit Gap. • The hiring process that needs to be done to support the Administrative departments will go through the committee. Finding and Analyst for the Degree Audit is a concern for the Conversion project. The process needs to start now because the position could be hard to fill. • Funding for temporary positions will wait until after the Fit Gap to determine the need. • Committee votes all in favor to start the hiring process for the Degree Audit Analyst. - David Corral needs to double-check to see if he has the resources he needs Angela was in talks with Julie on whether this can be a permanent position. Self-funded out of organization for permanent. • Action item #1: Glen will provide a one-page proposal to the Executive Sponsors with a recommendation to approve recruitment of a temporary position in Records, by next Monday close of business. • There is no approved budget now. One-offs we need to know priority to move forward. NO approved budget yet, there will be money. • Budget document has been scrutinized and organized and we're a little different than the other campuses. We had a Divisional Technical category. Not every campus has maintained their PS technical support - they have positions in central IT. They don't show the tech positions in other departments such as Admissions, records, etc. Want to make it clear that CO partially funds these IT positions. • Budget-wise we are higher than Bakers and LA because they underestimated the cost. On the IT cost, was under 3 mill for both. We've turned in about 3 million plus 900,000 for the divisional technical. We know we are behind. Their budget in advising didn't include for the year that they convert in 16-17. They didn't have any advising expenses, but we have a full year in 18-19 year of implementation IS included at CSUEB. • In the Pomona, San Bernardino meeting Pomona shared the budget with the President. VP Chaw is reviewing how it compares with our budget. Are the categories similar? WE don't want to

	submit an outrageous budget. For just the conversion piece in the categories that CO presented for Bakers and CSULA, it's slightly different than what Pomona had in the budget. Overall, ours and Pomona's is comparable. Curriculum higher budget at Pomona - they are a larger college
3. Status of Fit Gap	
	• Pomona starts their Fit Gap on Monday July 20th • Chancellor's Office is paying for the Fit Gap. • Monday July 20th the committee will receive a response to the RFP. • Action Item #2: Committee members to assist in filling in the participant names, especially the rows highlighted in yellow, and also to assign participants according to the topics listed in the sample schedule. The document should be returned to Glen by 7/24/2015. • Fit-Gap should be around mid-August, but the contract has not been signed yet, so we don't have a certain time block yet and what resources the vendor has. The vendor is doing this sequentially. • Action Item #3: Glen/Amanda to include Student Records in the High Level Timeline at the top of the page. Add Extension as well? • The Project Manager of Pomona has agreed to let members of the Administrative Support subcommittee attend their Fit Gap. - Possible attendees: Perry, Minstry, Saldanha
4. Identify Possible Policies that need to be reviewed	
	• Would like to begin the review this summer so we can create a list to present to the AS chair as a referral of existing policies that need to be reviewed. Thinking broadly: PASD. The goal is to have the policies reviewed before the Senate gets overwhelmed with curriculum. • On the Faculty side, Liz Ginno and faculty have identified a list that need to be reviewed, but most of them don't refer to timeline. Barrett spoke to Sophie Rollins and she would be happy to review senate policies and flag ones that might need modification. • Action Item#4: Eileen Barrett, Liz Ginno, and Angela will ask Sophie Rollins to assist in identifying policies that need to be reviewed. A lot of these policies go hand in hand with the Academic Calendar, and need to happen at the same time.
5. General Discussion and Decisions	
	• Decision #1: Glen has nominated Angela Schneider, Liz Ginno, and Eileen Barrett, Donna Wiley to lead a sub-committee to collect and review administrative policies. Sophie Rollins would initially assist in collecting the policies. • Action Item #5: Sub-committee members to set their first meeting for next week to begin discussions, and Angela to share the list she pulled from catalog.
6. Communication/Announcements	
	• Next meeting July 31st at 1 pm
7. Adjournment	
Meeting adjourned	Meeting adjourned 2:26 PM.

CALIFORNIA STATE UNIVERSITY EAST BAY

Meeting Notes – July 31, 2015 1:30-3:00 PM SA 2200a
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, , David Corral, Darrell Haydon, Rhonda Johnson, Glen Perry, John Pliska, Manuel Saldanha, Jason Singley, Donna Wiley
ABSENT	Nicole Davidson, Liz Ginno, Cesar Maloles, Lindsay McCrea, Twinkie Minstry, Amanda Segura, Angela Schneider
GUESTS	Amy Huie, Debbie Chaw
AGENDA	No Changes, Motion to accept agenda, vote approved. M/S/P
MINUTES	No Changes vote approved. M/S/P

AGENDA ITEM	
1. Infrastructure Fit-Gap with ERP Analysts	
	• The fit gap will be a four week process with two modules running at the same time. • An updated schedule will be sent early next week • September 2nd is an open day and can be used as a catch up day for the consultants and any group that may need an extra session with the analysts. • The fit gap kick off session will be at 10 am August 12th in UU 311. This is an open meeting. • If there are any addition people that need to attend sessions please send that list to Glen Perry so they can be added to the schedule. • Concerns over financial aid attending the student financials session? Rhonda Johnson can send an email to Glen Perry to add any financial aid members to the student financials list. • Notes will be taken at each module. The analysts have promised quick notes that will be available for review by the committee. • Manuel, Glen, Roger Chen and Twinki are going to Pomona to watch one session of their fit gap on August 4th through the 6th • There have been some consultant changes, the current consultants have been run through CSU LA and CSU Bakersfield. ERP is weeding out the consultants with insufficient experience and sending the stronger ones to do our fit gap sessions. • Concerns over what will be covered in the shared campus community module and if it necessary. The module is necessary because there could be a good knowledge transfer. And the point of having the campus community module, which is used by most functional areas, is for all groups to come together for a discussion.
2. Report of Working group	
	• The working group is looking at Senate and Administrative policies and process that need to be changed. • At the last meeting Angela had come up with Administrative list, and Sophie Rollins found 45 documents that needed changes. • The working group has split into two groups to better cover the administrative and senate documents. • The working group wants to have all the documents ready for the Senate to review in the fall. • Tamera Donnelly is also going through the catalog to find any documents that need to be changed. • The working group will share the documents on a google drive with the committee, and if any committee members find documents that need to be added can also upload them to the google drive.

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	• Action Item: Angela to begin working on a registration calendar. • The committee agrees that if need be, administrative policies should become administrative directives.
3. Business Process Change: Submit to committee review prior to fit gap	
	• Transformation can equate to changing some business process • If members of the committee could like to make a list of processes that could be changed and put them in the Administrative Support google drive. These documents can be used to prep the consultants. The goal is to have the consultants look at the documents in order to get a better picture of our campus. • The CSU LA fit gap results are published and in the Administrative Support google drive. • The Chancellors Office has created out first conversion database for use during consulting. • The ITS department is working on a clone of our production database to the conversion development database. • When the deliverables of fit gap arrive there will be a discussion of what action items are in-scope or out-of-scope for the conversion project. This will begin in late Fall or early next year. • Committee wants to put in place a quick process in determining in-scope and out-of-scope to get back to the consultants because they don't want the process to drag on and put us behind schedule. • Glen sent emails to all the departments that interface with PeopleSoft so there can be a working list to prevent gaps. • The consultants will be going over some of the most important interfaces and those will be discussed at fit gap. • Action Item: Debbie Chaw to talk to the Cabinet members to find out what process or systems will be effected by changes to PeopleSoft.
5. General Discussion and Decisions	
	• Is blackboard going to be covered in any of the modules? And is Roger Wen listed to attend and sessions. - Currently no, but the meeting are open and if he finds something that he thinks he should attended he is welcome to come. • For members of the IT department that are traveling for semester conversion how is that being paid for? - It will come out of the semester conversion budget.
6. Communication/Announcements	
	• Next meeting will be July 14th 1:30 pm to 3:30 pm in SA 2200A
7. Adjournment	
Meeting adjourned	Meeting adjourned 2:40 PM.

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Meeting Notes – August 28, 2015 1:30-3:00 PM SA 2200a
Administrative Support Subcommittee of Semester Conversion

PRESENT	David Corral, Liz Ginno, Darrell Haydon, Rhonda Johnson, Glen Perry, Manuel Saldanha, Angela Schneider, Jason Singley
ABSENT	Eileen Barrett, Debbie Chaw, Nicole Davidson, Cesar Maloles, Lindsay McCrea, Twinkie Minstry, John Pliska, Amanda Segura, Donna Wiley, Julie Wong
GUESTS	Larry Bliss, Aindrea Bruneau, Linda Dobb, Jasmin Magallanes
AGENDA	No Changes, Motion to accept agenda, vote approved. M/S/P
MINUTES	No Changes vote approved. M/S/P

AGENDA ITEM	
1. Review of draft registration calendar	
	Discussion led by Angela Schneider, topics included: • Fall registration for continuing students. • Fall registration for new transfer and graduate students. • Fall registration for freshman students. • First pass enrollment • Summer session enrollment • Beginning of fall and spring semester • Open university enrollment • Change of grade deadline • Spring registration withdrawal deadline (EO 1037) • Enrollment by class level • All items discussed are proposals, no decisions have been made. • Action Item: Angela Schneider to send out draft calendar to other departments for feedback. (The calendar has been posted in the Semester Conversion- Admin Support Subcommittee folder on Google)
2. Report of Working group	
	Liz Ginno to report for work group: • The work group has been working on reviewing Senate policies and other policies that need revisions when the University is on semesters. So far a total of 29 policies have been reviewed. • The work group will make recommendations through the Semester Conversion review processes and approved documents will be referred to the Academic Senate chair as referrals for consideration. • Revised documents should be placed in our Google folder for review and feedback by the committee.
3. Fit Gap about policies that need to changed or reviewed.	
	• Fit Gap is going well. • The advising modules had good discussions and feedback. • A lot of things in PeopleSoft will need to be changed. There is a possibility of implementing a “code freeze” on PeopleSoft changes and modifications. • Departments requiring additional personnel will be able to move forward when Fit Gap deliverables report is finished and the budget is finalized.
5. General Discussion	
	• Possible extension of fee payment or have it the payment plan start earlier in regards to the registration calendar. • Angela Schneider would like to add the Graduation calendar to

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	the Committee's next agenda. • What other department calendars does the committee need to factor in when making recommendations? The committee wants to avoid clashing dates as much as possible. • There is a need to update important date's webpage. • Glen Perry asked the committee members to remember to put the documents that are being worked on in the Administrative Support shared drive.
6. Communication/Announcements	
	• Next meeting will be September 11th 1:30 pm to 3:30 pm in SA 2200A
7. Adjournment	
Meeting adjourned	Meeting adjourned 2:43 PM.

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Meeting Notes – September 11, 2015 1:30-3 PM SA 2200A
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, Debbie Chaw, David Corral, Darrell Haydon, Glen Perry, John Pliska, Manuel Saldanha, Angela Schneider, Amanda Segura, Jason Singley
ABSENT	Nicole Davidson, Liz Ginno, Rhonda Johnson, Donna Wiley
GUESTS	Aindrea Bruneau, Linda Dobb, Amy Huie, Jasmin Magallanes, Veronica Salvador, Richard Watters
AGENDA	No Changes, Motion to accept agenda, vote approved. M/S/P
MINUTES	No Changes vote approved. M/S/P

AGENDA ITEM	
1. Report from Chair	
	Glen Perry: • Review of the Semester Conversion webpage • **Action Item:** Committee to review the minutes from the last meeting and send and corrections to Amanda Eberhart. • Review of amended agenda item. • Committee reviewed the google drive as a place to upload any documents that are currently being worked on.
2. Review of draft for Admissions and Graduation Process	
	• Feedback on Registration Calendar - Can registration start earlier? For continuing student registration could start in early April and for new students sometime around June 10th. - Early registration does impact other departments like advising, academic affairs and admissions. • Admissions calendar - Angela Schneider passed out documents to the committee. - One goal of the admissions calendar is to have it align with other CSU's - Discussion on when to enroll students. There is not much that can be changed about enrolling student early because of the partial transcript deadline. - Concerns over transfer students and being able to enroll before seniors and juniors. - Other concerns over workflow when it comes to rescinding student admissions and how to navigate that process without impacting other departments. - **Action Item:** Jasmin Magallanes to send CSU Deadline survey to Glen Perry. It will be posted in the Administrative Support google drive. - **Action Item:** Glen Perry to send CSU Deadline survey to the Fit Gap Admissions consultants. • Graduation and Commencement Decisions - Discussion led by Angela Schneider. - CSU East Bay should continue to award degrees each semester: Fall, Spring, and summer. - What is the deadline to file for graduation? Is there a late filing period with a late fee? The filing date should be the semester before which would allow students make up time. - What are the requirements to file for graduation? Consider

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	100 units to be the minimum and starting the UWSR. - How many semesters can a student update their graduation term? Should there be an update fee? - What should be the deadline for major checks? - Which students are listed in the annual commencement program? - Honors Convocation and Honors policy. Proposed change to be base on fall grades instead of winter. • Graduation and Commencement Discussion - The work group is still working on a proposed recommendation for the items discussed. - Is there a way to track how many units students have left instead of just using a unit number. Lots of students have 100 units. - Most students do not know that they really have to take the writing skills test. - Concerns about the impact graduation has on a student's Financial Aid and loans.
3. Report for the Policy Review Work Group	
	• The workgroup will set up a meeting with Student Financials to discuss payment deadlines. • Discussion on extended payment plans, the amount of students that are dropped for non-payment, and the possibility of full payment before the quarter begins. • The work group has split into two subgroups. Eileen Barrett, Liz Ginno, and Sophie Rollins are working on the senate documents and adding comments to policies that will need revisions from the Senate. Once Eileen and Liz have completed the documents they will make referrals to the Senate Committees.
4. Fit Gap Status and Next Steps	
	• Overall the Fit Gap sessions were very productive. • The consultants were impressed with CSU East Bay's preparation and discussions during the fit gap sessions • CSU East Bay catching up to Cal Poly Pomona with the work that needs to be done. • Session notes will began to be sent out to the committee. • **Action Item:** Committee to review notes as they are sent out. Members who attended sessions please review and comment. • Fit Gap report to be sent out in mid-September. The report will be focused on the deltas and where East Bay should focus.
5. Next Meeting on Fall Schedule Following Quarter Break	
	• The current Friday meeting time might conflict with the Steering Committee Meetings. • **Action Item:** Amanda Eberhart to send committee members a doodle poll for the fall meeting time. • The Administrative Support Subcommittee will reconvene in October.
6. Adjournment	
Meeting adjourned	Meeting adjourned 2:45 PM.

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Meeting Notes – October 8, 2015 10 AM to 11:30 AM SA 4600A
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, Nicole Davidson, Darrell Haydon, Cesar Maloles, Twinkie Ministry, Glen Perry, John Pliska, Manuel Saldanha, Veronica Salvador, Angela Schneider, Jason Singley
ABSENT	Debbie Chaw, David Corral, Liz Ginno, Rhonda Johnson, Amanda Segura, Donna Wiley
GUESTS	Aindrea Bruneau, Amy Huie,
AGENDA	Approved item added to the agenda, Motion to accept agenda, vote approved. M/S/P
MINUTES	No Changes vote approved. M/S/P

AGENDA ITEM	
1. Fit Gap Status and next steps	
	Glen Perry: • Glen Perry has been sending out fit gap draft notes to members who attended sessions. • Consultants are incorporating group comments into the notes in order to capture everything that was talked about during sessions. • Glen Perry sent out a save the date email for October 20th and 21st. The consultants will return to East Bay to review the draft of the deliverables for part one of the contract. The draft will be available by October 15th and will also include the hours it will take to finish a proposed task. • The degree audit will be discussed and what steps will help East Bay. Items included Cross Walk and IAP, both are in PeopleSoft. • Glen Perry suggested to keep in contact with counterparts at CSU LA and Bakersfield. • Discussion on pre-requisites, transfer students and the data collection for blocking students.
2. Report on the Policy Review Work Group	
	• The work group is continuing to review Senate Policies over summer and are determining changes that need to be made. • For the entire Senate process a deadline for the work group would be next year. Some of the documents are not critical right now for Senate review. • Eileen Barrett to invite Cesar Maloles to participate in the work group. • Next works group meeting will focus on which referrals are need this year. • Angela Schneider continues to work on registration calendar. She met with student financials about payment deadlines. There is a possibility of switching the payment plan from 3 installments to 4. Angela also met with the deans and shared the calendar with them. She will also meet with Co-Curricular to discuss the calendar with that committee. The focus of the calendar has been on the 2019-2020 academic year. • **Action Item:** Angela to bring full calendar to the next meeting. • The committee discussed payment plans and the effects on students.

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3. Financial Aid Referral to SCSC	
	• The financial aid referral is in reference to changing of summer from leading to trailing term. • Committee agrees that this referral is a good proposal. • Glen Perry asked that any changes to fees that need to be made, be made before Fall 2018 in order to honor the student pledge. • John Pliska: motion to move the referral forward to the steering committee, second by Amy Huie. - Vote: unanimous - No opposed votes
4. Winter Intercession	
	• Discussion on winter intercession being a session within the spring term and not a separate session. There will be separate fees for the session and possibly a deferment of payment until spring so fees are due all at the same time. The committee discussed the effects of deadlines for fee payments and registration on students. Also the committee discussed what kind of classes could be offered in a 2 week period, some suggestions could be certification courses. • **Action Item:** Glen Perry to attend the next FAC meeting to report on the discussion of winter session.
5. General Discussion	
	• Senate approved a task force on time modules for scheduling. • GE Subcommittee is working on the deadline to finish general education.
6. Adjournment	
Meeting adjourned	Meeting adjourned 11:28 AM

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Meeting Notes – November 5, 2015 10 AM to 11:30 AM SA 4600A
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, David Corral, Nicole Davidson, Cesar Maloles, Twinki Mistry, Glen Perry, Manual Saldanha, Veronica Salvador, Angela Schneider, Amanda Segura, Jason Singley
ABSENT	Liz Ginno, Darrel Haydon, Rhonda Johnson, John Pliska, Donna Wiley
GUESTS	Sarah Aubert, Aindrea Bruneau, Flo Olney
AGENDA	No Changes vote approved. M/S/P
MINUTES	No Changes vote approved. M/S/P

AGENDA ITEM	
1. Fit Gap Status and Next Steps	
	Glen Perry Report: • The committee has been through two in person meetings with the consultants and a document review. • Financial Aid is not final yet, Financial Aid added enhancements that are still being reviewed by consultants. • The Chancellors Office is making a summary sheet that is expected a week after the final documents are received. Glen Perry expects the summary in a week or sooner. • David Corral has concerns about the oversight of the project and would like an IT team to be involved in the project. - Perry: everything with the consultants is collaborative. The University has the ability to approve all the consultants before work begins. • Cesar Maloles: Will there be training for East Bay employees? - Glen Perry: Yes, there will be a knowledge transfer period. • Committee discussed contract and if payment of consultants is time and material based or based on deliverables. • Phase 2 documentation in January 2016 and the contract should be in place by Feb 2016.
2. Degree Audit Status	
	Veronica Salvador: • Working with Manual on the degree audit. • There will be a presentation at the Steering Committee about the status of the degree and releasing funds earlier for working to be done. Current staff can bring the degree audit to 75 percent before the deadline another analyst will help bring the degree audit to 100 percent by December 2016. • Committee reviewed the proposal to release funds early for he degree audit. - Barrett made suggestions the language of the referral and making it clearer as to what is needed. • Motion to accept Degree audit proposal, 2nd by Cesar Maloles. Vote: All in favor. • Committee reviewed APGS referral for ½ time position. Motion to approve referral, 2nd by Twinki Mistry. Vote: all in favor.
3. Report of working group	
	• Glen Perry suggested adding a timeline to the working document so that the committee will know how often it needs to meet, that the committee stays true to its charge and is able to move things more efficiently.

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	• Registration Calendar. - Angela Schneider passed out an updated calendar to the committee. - CIC decided on the add/ drop period, open enrollment period and grade changes by students. All these decisions with be going both to Ex Com and the Senate. - Suggestions of set graduation filing dates. - Working with IT to revamp the important date's page. - A separate document will be going to CIC to start some of the changes and deadlines before Fall 2018. - Payment deadlines have not been finalized.
4. Enhancement Request Prioritization	
	• Fit Gap enhancements will likely be paid for by the university. • The committee will look at enhancement request and decide if it is in scope of the project or out of scope, • Glen Perry would like to have a list produced by the next subcommittee meeting. • Committee is in agreement that they want to delay the budget • Twinki Mistry asked what departments should do if enhancement request come up after the list goes to the President. - Perry**:** there is a change order request form that can be done separately. The University and the Chancellors Office will determine if it is in scope or out of scope. • Barrett suggested there should be an announcement from the committee about enhancement requests. • Action Item: Perry to send the final report to the committee.
5. General Discussion	
	• Status of Financial Aid Referral. - Financial Aid representatives not present. - Barrett discussed concerns that the Steering Committee had with the referral.
6. Adjournment	
Meeting adjourned	Meeting adjourned 11:08 am

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Meeting Notes – November 23, 2015 1 PM to 2:00 AM PM 3200A
Administrative Support Subcommittee of Semester Conversion

PRESENT	Nicole Davidson, Darrell Haydon, Twinki Mistry, Glen Perry, John Pliska, Manual Saldanha, Veronica Salvador, Jason Singley, Donna Wiley
ABSENT	Eileen Barrett, David Corral, Liz Ginno, Cesar Maloles, Angela Schneider, Amanda Segura,
GUESTS	
AGENDA	No Changes, vote approved. M/S/P
MINUTES	No Changes, vote approved. M/S/P

AGENDA ITEM	
1. Review Left Over Fit Gap Items	
	• The committee discussed three items to decide if they were in scope or out of scope of the purview Semester Conversion project. • The committee decided two items were out of scope and one item will move forward as a recommendation item.
2. Adjournment	
Meeting adjourned	Meeting adjourned 1:24 PM

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Meeting Notes – December 3, 2015 10 AM to 11:30 AM SA 4600A
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, David Corral, Nicole Davidson, Darrell Haydon, Rhonda Johnson, Cesar Maloles Glen Perry, John Pliska, Manuel Saldanha, Veronica Salvador, Angela Schneider, Amanda Segura, Jason Singley
ABSENT	Liz Ginno, Twinkie Ministry, Donna Wiley
GUESTS	Julie Wong
AGENDA	No Changes vote approved. M/S/P
MINUTES	No Changes vote approved. M/S/P

AGENDA ITEM	
1. Faculty Release	
	• Glen Perry reminded faculty members about overload pay and to send him an email about which option works best for them.
2. Closure of Fit Gap	

	• The final spreadsheet has been sent to the Chancellor's Office for review.
	• Negotiations of the contract will begin in 2016.
	• 2016 will also see the heaviest activity in the PeopleSoft configuration.
	• The fit gap document will establish a draft budget. The draft budget will be presented at the Steering Committee.
	• The committee discussed the concerns over new hires and temps to fill the needs of semester conversion.
	  - The committee discussed the degree audit position and the challenges with finding qualified candidates. Committee members also discussed training for semi-technical staff candidates.
	  - Concerns over hiring and how to make sure East Bay has the people needed to make conversion successful.
	• Veronica Salvador will present an executive summary of the Fit Gap document to the Steering Committee.
	• The committee discussed planning and who will be in charge of the tasks designated in the fit gap report.
	• The committee members discussed the need to establish priorities of fit gap.
	• Committee member discussed the building of pre-requisites in the quarter system and the resources it takes away from the degree audit.

3. Senate Referrals and Curriculog	
	• FAC documents have already been sent to the Senate. The documents will go from the Conversion Directors to the Senate, and then as information items out to the Steering Committee and the Administrative Support Subcommittee. • 13-14 CIC 3: document needs revision because it discusses military service and included area F and unit counts. • Registration policies went to Senate. Some changes will begin in summer 2016. - Action Item: Angela Schneider to bring what the changes to the next meeting. • Curriculog will be available by early winter quarter. It is the software to be used for curriculum. Work is being done on an

	interface between curriculog and PeopleSoft (Acalog). Acalog will possibly be ready in early April.
4. Winter Meeting Times	
	• The committee will continue to meet every other week on Thursdays before the Steering Committee meets. Dates and times of meetings will be sent out to the members.
5. General Discussion	
	• Is there a way the committee could use temps from Pomona, LA and Bakersfield, to come work at East Bay on our conversion project? • Report from Rhonda Johnson - Changing summer term from to trailing term. By changing there would be a 5 term year. - Students graduating in 2017 will be able to use the next year's FASFA. - There is discussion of a possibility of a tuition waiver. - Discussed graduating students, advising and courses. - The committee discussed registration priority and Senate policies. - Possibility of filing for students or waiving fees for students. - Angela Schneider to work with Advising Subcommittee to notify students. - Action Item: Julie Wong to attend the Student Advising meetings. • Time module task force. - Topics of meetings include modules, college hour, parking and utilization. • Cesar Maloles raised an issue: Evening Students can't get there issues addressed because offices close early. Some students have to take off time from work in order to meet with someone. - Possibility of skeleton staff. - The need for Concord Campus. - Identifying offices that are most in demand to address the need of students. - Possibility of staying open to 6:30 or 7 pm for night students.
6. Adjournment	
Meeting adjourned	Meeting adjourned 11:28 AM

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Meeting Notes – January 14, 2015 10 AM to 11:30 AM SA 2200A
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, David Corral, Darrell Haydon, Rhonda Johnson, Cesar Maloles, Glen Perry, , Manuel Saldanha, Veronica Salvador, Angela Schneider, Twinkie Ministry, Donna Wiley
ABSENT	Liz Ginno, Nicole Davidson, Amanda Segura, Jason Singley, John Pliska
GUESTS	
AGENDA	No Changes vote approved. M/S/P Donna Wiley; Cesar Maloles
MINUTES	No Changes vote approved. M/S/P Unanimous

AGENDA ITEM	
1. Closure of Fit Gap and Next Steps	
	• In the next couple weeks, we will be receiving the campus scope of work for phase 2. We expect to submit it in mid-February for the contract to be signed by the end of March. • Once we know when the consultants will be onsite, we can fully develop the project schedule. If the contract is signed in March, we can anticipate the work to begin in April. • There was a question regarding the governance process for PeopleSoft. When requests come in, who is responsible for weighing the decision and making the decision as to what projects can or cannot be taken on during the Semester Conversion. • The committee discussed that perhaps there could be a written statement with a list of criteria and clear examples of the types of requests that will be considered and those that will not be accepted until after the semester conversion effort. ○ **Action item:** Glen and Veronica to compose a written statement with examples, then run it by Twinki and David.
2. Project Planning and Degree Audit Quarters	
	• Veronica presented a document from the Chancellor's Office which contained general timelines for the PeopleSoft tasks. • The committee discussed convening meetings with the PeopleSoft groups to discuss the task list and begin prioritizing and identifying timelines and resources. We will fine-tune the list when we have the timing of the consultants. Veronica started a Gantt Chart and will continue to add detail to it as we meet with the groups. • Within a couple weeks we will send out meeting invites to hold the individual group meetings. • David suggested we ensure that we talk to the consultants about agreed-upon severity levels before going into user-acceptance training.
3. Senate Referrals and Curriculog	
	• The FAC documents will be presented at the next FAC meeting. • Curriculog: Sarah Aubert and her team are holding many training sessions for Curriculog. Donna will change a current part-time position into a fulltime position. She will absorb the cost within her budget. • Cesar asked whether all faculty need to take the Curriculog training. Donna answered that every faculty does not need to take the full training if they will not be entering data into the system. Instead, students can take an overview training so they are familiar with it. • Donna mentioned that there are many questions that come up at the trainings, not necessarily specific to Curriculog, but general curriculum questions. • Darrell asked if there is an approving authority for fee changes. The fees will have to be modified but they will be in line with the quarter fees. Per the pledge, the fees will not be increasing. • Eileen will look into the approving authority. Perhaps it could be an information item at the Senate.

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	○ **Action item**: Eileen to research as to who could serve as the approval authority for fees. ○ **Action item**: Eileen to re-visit the Q&A section of the semester conversion website to see if the advantages of semester conversion for students are listed on there.
4. Request to Fill Temporary Position	
	• The committee discussed the request from the Registrar's Office to fill a temporary position to handle the degree audit maintenance (exceptions, modifications, etc.) • This was already requested in the budget, but Angela is requesting an early release of that position to handle the approximate 100 requests per week. • The committee moved to recommend this request to the Semester Conversion Steering Committee. Motion to Approve: Darrell Haydon, Second: Glen Perry. Vote approved unanimously. • Eileen clarified the role of the Administrative Subcommittee was as a recommending body that can give feedback on the necessity of the requests for Semester Conversion.
5. Calendar Updates	
	• The registration calendar for Summer 2016-Spring 2018 and the Semester calendar have been approved by the Senate and is in the President's Office for signature. • The registration calendar will go in effect this summer to mimic what it will be under Semester terms to give students a chance to get used to it. • The most significant changes are the 10-day add/drop period for Semesters. This is a one-day difference from what we currently have. Faculty provided input and believed the 10-day period would be sufficient; and the Open University students won't be able to register until the 7th day of classes (from the 6th day). • Angela also reported that the Student Important Dates webpage has been modified to make it easier to read and understand. • Angela will return to FAC with the next registration calendar. • Rhonda will be attending ExCom on 2/15 in order to address concerns regarding the change in summer from leading to trailing. CEAS is concerned this change may negatively impact the CEAS summer co-hort.
6. Adjournment	
Meeting adjourned	Meeting adjourned 11:17 AM

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Meeting Notes – February 25, 2015 10 AM to 11:30 AM SA 2200A
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, David Corral, Nicole Davidson, Cesar Morales, Glen Perry, Manuel Saldanha, Angela Schneider
ABSENT	Liz Ginno, Darrell Haydon, Rhonda Johnson, Twinki Mistry, John Pliska, Veronica Salvador, Amanda Segura, Donna Wiley
GUESTS	
AGENDA	No Changes vote approved.
MINUTES	No Changes vote approved.

AGENDA ITEM	
1. Approval of Agenda & Minutes	
	• Agenda Approved • Minutes Approved
2. Submission of Scope of Work and Budget	
	Report from Perry • Scope of Work was reviewed by Perry • CSU contracted with ERP analysis to assist CSU LA, Bakersfield, and East Bay, Pomona and San Bernardino will also join later
3. Project Planning, Timeline Degree Audit Quarters	
	Phase I: see document -The ERP consultant budget was approved -The Fit Gap report was updated -We need to update the student records and transfer credit under 'systems and processes' -The testing environment and setup was compared -David asked was phase I completed, Glen mentioned that it was and Phase II is the next step -The design of the degree framework is the essential component of this phase -Glen updated the verbiage on the technical plans for Rogers team, so that the goal was clear Phase II: see document -1 month after the conversion goes live, we will have support and if we need support past that, there may be a small fee (cost unknown right now) per the budget approval **Timeline**: • Phase II will kick off April 1, 2016 therefore the testing periods should be vigorous to capture as many glitches as possible • Financial Aid and Student Needs are top concerns • A master project plan will be constructed for the technical conversion to decide the length of support that is really needed and thus the budget that will subsequently follow • ERP contract will be handled by the Chancellor's office • A dummy run was suggested by Caesar to capture the ease of use and functionality from students (outside of the sociology students) • Glen mentioned that a test of DAR/IAP will happen with Sociology and Donna also suggested using business students, as well. • Chancellor's Office- SOW Deadline for ERPA Submittal- 3/18/16 • ERP Proposal reviewed by CSUEB/Chancellor's Office – 3/19-3/21 2016 • CSU/ERPA Discussions 3/22-3/25 2016 • Project Start – 4/1/16 **Areas of Impact: Moderate- M.I/ High- H.I/ Low- L.I** • Admissions- M.I • Campus Community- L.I • Academic Advising- H.I • Student Records- H.I

	• Financial Aid- H.I • Student Financials- M.I • Technical- L.I -Nicole mentioned that the Campus Community should be High Impact because it will increase hours worked -David explained that the impact on technical would be a part of their normal routine, which is to assist with issues like this on a daily basis **Questions/Comments**: • Semester Conversion is a priority for the technology departments • The Upgrade to 9.2 needs to happen or Financial Aid function will be lost after 2019 • Where will the funds come from- Glen informed that the CFO will determine that information • Glen will post the last timeline to the site for review of committee members **Milestones & Deliverables**: • Planning - 4/30/16 • Technical Planning - 4/30/16 • Requirements & Design - 8/22/16 • Unit Testing Complete – 4/30/16 • Substantial Testing – 7/31/17 • (Suggestion for additional testing during this 6 month span of time) • User Acceptance Testing – 1/22/18 • Ready to convert/ Big Bang – 4/14/18 - David mentioned that we may need more than just 1 weekend for the conversion and that it could take a few weekends • Admissions- ready to admit – 10/17 • Academic Affairs – 9/16 • Admissions Structure & Student Records – 7/18 • Ready to enroll – 4/30/18 • Financial Aid – 1/18 • Student Financials – Fees/Holds- 5/18 (Service indicators sent to students) Degree Audit Quarters: • Manuel informed the committee that 18 are completed • 13 in progress • Selection of Sociology for the IAP sandbox
4. Around the Table	
	• GE learning outcomes have been approved and Lindsay and communications are working on the video • Lindsay is working on talking points for the website • Manuel and Doug are working on Curriculog and it's going well • Eileen will provide an update at the PAC meeting • Documents are to go to the CIC and FAC has been sent already • Glen requested posting of CIC documents for committee before referrals
5. Adjournment	
Meeting adjourned	Meeting adjourned 11:28 AM

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Meeting Notes – March 10, 2016 10 AM to 11:30 AM SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, David Corral, Twinki Mistry, Cesar Morales, Manuel Saldanha, Veronica Salvador, Angela Schneider, Donna Wiley
ABSENT	Nicole Davidson, Liz Ginno, Darrell Haydon, Rhonda Johnson, Glen Perry, John Pliska, Amanda Segura
GUESTS	No guests
AGENDA	No changes
MINUTES	Did not vote to approve minutes

AGENDA ITEM	
1. Approval of Agenda & Minutes	
	• Agenda approved • Last meeting's minutes to be sent for approval at the next meeting
2. Report from Co-Chair	
	• Statement of Work - Phase II. Same status as last meeting. We expect to hear from ERPA end of next week. • The Quarter Degree Audit status will be presented to the steering committee on 3/11.
3. Committee Updates	
	Manuel • Reported that 18 majors have been completed, currently working on 19 more. Health Science is the hardest major to do, in progress now with a tentative "go live" of next week. The major will be revised prior to the conversion to more closely match the new program under semester terms. • **Action Item:** Manuel to send screenshots of the degree audit to Eileen so that she can show what the degree audit looks like to faculty. **Angela** • The sub-group is working on the Registration Deadlines. Angela has provided the updated spreadsheet. Eileen will write a proposal from the Semester Directors to EXCOM and believes we should be able to get it on the next CIC Agenda. • All CIC policy documents work is complete. Eileen will write it up then present to EXCOM, then CIC. • Angela discussed bringing up a discussion of unit limits to SSAC, since it might be a good forum to vet it through. Unit Limits is on the agenda for the next SSAC meeting in April. Perhaps SSAC can come up with recommendations and proposals. Angela polled other campuses, and the typical unit limits fell between 16-18 max. • Other items that could be vetted through SSAC are: Filing for graduation (it's not a senate policy, but tied to Priority Registration) and Priority Registration which has to do with enrollment management and access to classes. SSAC will put this on the agenda to come up with some strategies for new transfer students, sophomores, etc. • Eileen is going to the next PAC meeting to provide an update on semester conversion to the college/departmental staff. **Eileen** • Eileen shared the link for Semester Conversion Referral Documents and Outcomes which lists the status of referral documents. • GE Learning outcomes were signed by the President • All programs have been funded for their conversion or transformation. • Rhonda's proposal for changing the Summer Term from leading to trailing was accepted, beginning summer 2017. • Mitch Watnik will present the Time Modules Models at the steering committee

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	tomorrow. The task group has collected feedback from faculty. The next step is for EXCOM to make a recommendation. Ultimately, the Academic Senate will vote on two models. ○ Cesar commented that he is hearing from students that a common hour would be helpful to them ○ Eileen added that yesterday the time module models were presented to ASI; they left them with posters of the models, so that students can view and discuss them and the task group can collect feedback from the students. ○ The co-curricular committee has written a definition of university hour and is working on sending out a survey to all students. ○ A letter was received from the faculty library in strong support of a university hour. They are excited to be able to host presentations on faculty and student research during that time. **Donna** • Curriculog maintenance will occur during the Monday-Wednesday of Spring Break. Therefore, Curriculog will not be available on those three days. A message will be sent to the faculty. **Cesar** • Reported that the sub-group is moving on to CAPR documents for review. **Other Updates** • Donna asked David and Manuel if there are any updates on the Acalog integration. IT wasn't aware of a need for a plugin, but everything is moving forward according to schedule. • Cesar asked when the Fall 2018 Catalog will be published. Donna anticipates the Fall 2018 catalog will be published in the Fall of 2017. • Cesar asked if we know how many units will be required as a minimum. Angela responded that it depends on the purpose. Most of the decisions have not been made. The answer will differ depending on if the student is undergrad, international, grad, etc. • Donna is aware that Pomona may have an issue with there not being enough time between the 1 week break after summer 2018 and before fall 2018 for the conversion. David and Manuel believe that most of the work will be done up-front and minimal work will be occurring during the 1 week break. (Like a light switch, turn on/off). David and Manuel are not concerned at this point. • Cesar has a conflict next quarter. He is teaching during the time that these meetings are held. ○ **Action Item:** We will ask Jessica to send out a Doodle Poll to all members of this subcommittee to establish a new time.
4. IT Updates	
	• There is a PeopleSoft upgrade (9.2) that is a pre-requisite to the HR consolidated project. It's on ITS' radar, but a timeline has not yet been defined. This is a risk that we are continuously monitoring. We will inform the Executive Sponsors of this risk at the next sponsors meeting.
5. Adjournment	
Meeting adjourned	Meeting adjourned 10:47 AM

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Meeting Notes – March 24, 2016 10 AM to 11:30 AM SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	Cesar Maloles, Manuel Saldanha, Angela Schneider, Donna Wiley, Darrell Haydon, Glen Perry, Donna Wiley
ABSENT	Eileen Barrett, David Corral, Nicole Davidson, Liz Ginno, Rhonda Johnson, John Pliska, Amanda Segura, Veronica Salvador, Twinki Mistry,
GUESTS	Amy Huie
AGENDA	No Changes vote approved.
MINUTES	Not approved.

AGENDA ITEM	
1. Approval of Agenda & Minutes	
	• Agenda Approved • Minutes Note Approved (will need to approve for last 2 meetings)
2. Report from Co-Chair	
	The Response to the Scope of Work: • The 57 page updated document is posted on the semester conversion subcommittee site for members to review • Chair asked that the members disregard page 35 for now, as it states incorrect information about timeline dates (12/16 audits will be complete) • Glen and Janine Lucero are working on a corrected update for review • Academic Advisement also lacked pertinent information per the Glen review • The testing dates are the very crucial, so that students can be successful in using the conversion tools • F'16 will be the start of training for students on all tools and function (sessions will be scheduled)
3. Project Planning, Timeline & Degree Audit	
	• ERPA will provide an update on the timeline soon Important changes* • The admissions date was changed to 9/1/17 • Student Planner will be ready 7/30/16 • Conversion Guide will be ready 3/17 • Results for Student Planner will be ready 7/17 • Advisement will launch 1/18 • PeopleSoft will have very important and useful information on how student advisement is progressing before Fall 18' • Enrollment 4/30/118 • Donna and other members were concerned about the ERPA validating our timeline and it being ready for review as an achievable plan • Glen assured the members that it is doable and they will be contractually bound was approved • CSU LA doesn't not have has many visible online references to their upcoming SC but they have a strongly enforced IAP for students that will clearly explain the process • Glen reminded the members that the goal of the timeline is to have academic advising discussions regarding the curriculum design so that the framework can be clearly stated and understood **Degree Audit:** • Manuel mentioned that Health Science went up and the next to come is Psychology and then Sociology • Glen mentioned that work from the committee will still need to be done during summer

4. Around the Table Reports	
	• Cesar mentioned that the policy group has made vital changes with the memos that will be sent out to faculty • Information will be ready in Fall 16 for a more broad distribution to students • Angela mentioned that the referrals for CIC went out per her and Eileen and that the charts that included dates will be reviewed -The add/drop will be a 3-5 day window and late add will have a 10 day window for now (winter sessions will be 1-2 days) -Students on probation will have unit limits as other CSU's have implemented -Students will also have to register for some upper division courses after probation and then be eligible to register for the remaining lower division courses needed (as to give freshmen/sophomores more courses offerings as well) • Darrell is ready to move forward with any actions needed from Student Financials • Donna shared that Curriculog was down for 3 days but it is back up and has 1000+ courses, some certificates and a few programs ready EX: Criminal Justice • The committee passed a motion to endorse the conversion of temporary recruitment to permanent positions • Committee agreed that the regularly scheduled meetings for spring quarter were ok to keep *Next meeting will be 4/7/16 at 10am as planned
5. Adjournment	
Meeting adjourned	Meeting adjourned 11:05 AM

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Meeting Notes – May 19, 2016, 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	Eileen Barrett, Darrell Haydon, Michael Hedrick, Jasmin Magallanes, Cesar Maloles, Glen Perry, Manuel Saldanha, Veronica Salvador, Angela Schneider, Donna Wiley, Julie Wong
ABSENT	David Corral, Liz Ginno, Rhonda Johnson, Lindsay McCrae, Twinki Mistry, Amanda Segura
GUESTS	
AGENDA	Agenda approved
MINUTES	No minutes posted to approve

AGENDA ITEM	
1 Updates – Phase II Kick-Off follow up – What Next - Glen Perry & Veronica Salvador	
	• Glen was very impressed with the Kick-off. Felt leadership was well represented. Expressed to the committee that the Timeline is a living document -- it will shift and adjust as the project moves forward. All of the major milestones will remain the same, ie Testing, Timeline and Go Live. • Updates and documentation will be posted to Sharepoint and he will send over URL to committee soon. Veronica stated that the reason for the hold up with Sharepoint was due to training and configuration of the site. • Glen said he advised the consulting company and the consultants that they should begin planning meetings for design session for the different modules. This should be on their priority list. A list serv will be established for each functional area so that they can be alerted and updated when needed. • Donna W asked if some on the list serv are serving in a cross functional capacity? Glen stated that teams are often represented from different areas and used Transfer Credit as one example of a cross functional team. • Glen asked the committee if they had any questions about Phase II. There were no questions, however, several committee members said that that everyone was anxious to talk to Advising and were eager to get started. • Glen discussed briefly the Doodle Poll that Alicia sent to some committee members. Expressed the importance of having the meeting to discuss the technical implementation and design for general education and graduation requirements. Since there are multiple documents involved, he wants to make sure questions, concerns are well documented. There have been subtle changes since last year, in particular with Writing II. Would like to have this done before Julie Glass and Mitch Watnik go on summer break since they are responsible to present it to the Senate. The goal is to have this meeting before finals week since most faculty will not be on campus during summer session. However Nancy, Donna and Mike will be here so there will still be some faculty/staff interaction available during summer. • The administrators and staff on the committee will be working over the summer and will be building and testing baseline so that they will have something to share in the Fall when faculty return (i.e., IAP and DAR). The IAP will be the first technical task. The goal is to have IAP live for summer quarter graduates to encourage current students to graduate rather than going through the semester conversion transition. (There will be a blending of students)
2. Where do we stand	
	• **Faculty Work Group Report** – Referrals went forward and CIC has them on their agenda • **Angela's Report** - The shorter session registration document for this year is on Ex Com's agenda for next week. She recommends a 5 day add/drop period to allow administrative staff enough time to complete all enrollment and for the sake of

consistency with the Fall and Spring sessions (benefits all -- students, faculty, staff However, CIC voted for a 2-day add/drop. It was suggested that Angela reaffirm her recommendation at ExCom to ensure all are aware. She will attend Ex Com meeting next week and provide a visual of her original presentation and also a version of CIC for comparison.

- Angela added that there are remaining policies that have to be decided on, and hope to see those when CIC reconvenes in the Fall. Eilleen indicated they will be busy with College curriculum, but perhaps those can be interwoven in order to accommodate.

- Eileen asked what happened to the 10 year Transitional. Committee responded that it passed.
- Glen thanked Eileen for her service as Co-Director of Semester Conversion and expressed gratitude that she's running for CIC.
- It was suggested that CIC follow FAC's model and make subgroup committee of CIC. Eileen thought that was a great idea and commented that they are working on getting funding for a small committee with CIC.
- Glen thanked Mike H. for being champion for moving things forward
- Question was asked as to who would be serving as Senate Chair next year; decision has not been made yet.
- Donna mentioned a consensus to keep at 17 units maximum load. Angela will continue to monitor and revisit as needed. Will watch CSULA and Bakersfield to see differences, difficulties, changes and modifications they've experienced.
- **Eileen's Report** - The chancellor's office has yet to decide firmly as to whether or not the three campuses will meet in July to discuss lessons learned. She feels the meeting would be invaluable so that CSUEB could see what worked, what didn't work, etc. She's not sure if they (CSULA and Bakersfield) know how advanced we are in this semester conversion process. Glen agreed and stated that "lessons learned" are very important so that adjustments can be made as needed.

3. Allocation of Semester Conversion Funding for Technical/Fit-Gap portion of the budget plan

- Glen mentioned that he will soon be sending a Budget Allocation Memo for 2016-17 so that departments may begin recruiting for the temporary positions they had requested -- especially in advising and student affairs.
- The memo will inform that no money will be transferred to the department account until a hire is made. Departments will be reimbursed for expenses as they are incurred.
- In order to easily track all Semester Conversion expenses, departments are to use the Fund EB011 and the unique Program Code for Semester Conversion, which will be included in the memo. Departments will use their own Department ID.

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- We have received an approved budget number from the CO. It was less than what we anticipated, but we are still in good shape.

4. General Discussion

Summer Meetings

- Glen mentioned that there is an opportunity for this committee to work on things during the summer, but with no expectations from faculty (attendance). Administrators however, will be on campus and will work on transformation.
- Committee decided that the Administrative Subcommittee meetings during the summer will continue on same schedule – every two weeks. Veronica made the suggestion that the meetings be one-hour instead of an hour and a half. Committee agreed unanimously.
- Donna asked if it would be possible to have a project manager from ERP added to the committee for the summer. Eileen agreed.
    - **Action item:** Invite ERP Project Manager to Admin. subcommittees once we have his contact information and schedule.

	• Donna brought up the MPP retreat and the importance of communication and encouraging everyone to share information from all of these meetings and show them the semester conversion website. • Glen asked the committee if there were any thoughts on attempts to reach out to the current chairs of the student semester conversion sub-committees as to whether or not they plan to meet in the summer. Eileen ensured Glen she would keep him informed. • Angela asked if the Communication committee will still meet over the summer and Eileen confirmed it would. • Julie requested India Christman from Student Affairs to be added to the committee. ○ **Action item**: Send meeting invite to India. • Glen stated we will regroup in the fall to see how the committees are set up.
5. Adjournment	
Meeting adjourned	Meeting adjourned at 10:50am

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Meeting Notes – June 2, 2016, 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	Darrell Haydon, Michael Hedrick, Rhonda Johnson, Cesar Maloles, Glen Perry, Manuel Saldanha, Veronica Salvador, Angela Schneider, Donna Wiley
ABSENT	David Corral, Liz Ginno, Jasmin Magallanes, Lindsay McCrae, Twinki Mistry, Amanda Segura, Julie Wong
AGENDA	Agenda approved
MINUTES	Approved

AGENDA ITEM	This was an informational meeting so no voting took place-no need for quorum
1 Upcoming Allocation Memos – Glen Perry	
	• Glen will be sending out the non-academic portion of the Semester Conversion budget for AY-16/17. This will primarily be budget items for temporary help that will need to be hired. Those who receive permission to hire will have actual amounts counted and allocated. The memo will include chart string and fund number information to use. Glen should be notified once a department has made a hire so that he can calculate the salary for that particular position. There will be no funding for full year salary until a hire has been made. • If there are any questions, Glen is the point person for all Semester Conversion hiring budgets, transfer funds, etc. Temporary employees do not follow the same CSUEB salary schedule except for those who were hired in 2015/16, which will receive the general salary increase. Also note that the salary allocated and the actual salary given will be different because benefits are charged separately. • Darell added that departments need to get their budget cost projections for hiring people to Glen as soon as possible so that existing folks can be reclassified to the correct account. • Glen encouraged folks with allocated positions to get job descriptions written and posted in HR so that they can be hired for AY 2016/17. People should start the process now since hiring can take longer than anticipated • Angela asked if Glen knows, in general, how many people are expected to be hired and if there will be a place for them to sit? Glen responded that the largest hiring and seating needs will be in advising, some in the colleges, some in administrative areas, but they will be scrambling for space. However, Facilities is aware and is tracking how many potential positions there will be so that they will be prepared. • Donna asked if the final budget breakdown had been posted on the Semester Conversion website. Glen responded that it had not been posted yet because they're waiting for it to be finalized and for the President's budget approval. Donna requested that Glen send a copy to the committee before that happened. • Glen is working on the budget now and feels that Semester Conversion cost should not eat away at department budgets as long as the correct chart field and program code (EB011) is used. Darryl informed the committee that EB011 is still operating under the same policy, reports to the same place and all things still apply as in the past (e.g. hospitality procedure) **Pre-requisite discussion/concerns** • Donna reported on issues that CSULA and CSUB faced regarding pre-requisites. CSULA/CSUB enforced the new Semester pre-requisites, even though there is no way any of the students would have satisfied them since they are new courses. • Glen and Donna reassured the committee that we (CSUEB) have anticipated this

issue and it all comes down to course equivalencies and testing.

- Angela concerned whether or not we would be enforcing the prerequisite policy and felt that the Senate may need to revisit whether they want prerequisites required since the policy as it stands asks for a report to be run on preqrequisities, but not enforcement in PeopleSoft. Angela noted the current policy is postponed due to the degree audit work.
- A number of committee members agreed that prerequisites will need to be enforced. Cesar stated that he thought the faculty were the ones in charge of enforcing the prerequisites. Response was that they were for AY 2016. However, in the future, that may need to change but it is not the current policy.
- Mark C was appointed new Senate Chair. There was a question as to whether the Senate Chair sits on this committee. Glen will check to see if this is accurate.
- Donna said she would send a message to the Associate Deans to remind the colleges that to list the prerequisites

2. Current ERP Assignments – Glen Perry

What are Consultants doing discussion

- This week the consultants are not on campus due to the Memorial Day Holiday, but they are working remotely on setting up the IAP environment and the IAP graphic image. We're currently on schedule.
- Consultants are continuing to look into the student records area and are also reviewing our Transfer Credit (TC) rules. Glen will hire a TC rules person for spot checking what's currently in production.
- Angela asked where we were on the Transcript OCR project. Response was that we are fully funded -- Student Affairs is confident budget is there.
- Darryl stated that Overlay to the budget process won't be in data warehouse until actual budget is in.
- Glen stated they will be working on quarter semester unit credit and potential drawbacks that must be negotiated. Immediate impact will be with Financial Aid. Will meet to see what impacts will be. However, said we should know something soon regarding TC, Quarter semester, Degree audit, etc…
- Glen said the GE/GR Design meeting to discuss semester changes went very well with Administration/Consultants/Tech team and Faculty. Last piece is finally in place thanks to Mike Hedrick. We now know what's happening with Writing II and double count. We now have information to move forward.
- Angela mentioned a document about policies, unit counts and class level compared to PeopleSoft academic level. Revisit this document in light of changes which may be made for semesters and possibly quarter. This is a university document which may require Academic Senate review. She will pull up on her computer and send to Glen.

3. Degree Audit Update - Manuel Saldanha

- The Degree Audit report has been split by undergraduate and graduate. Focusing on undergraduates first. 32% of majors for undergraduates complete which serves 60% of undergraduate students. If we take the completed degree audits, plus those in progress, we are serving 98% of the students. Almost finished with the big majors.
- Glen mentioned requirements need to be put into majors to allow double count. Hopefully things will be static in the summer. Doesn't want Senate making changes until after Go Live in 2018.
- Donna stated that curriculum should be frozen once approved for purpose of approving PeopleSoft. Possible referral to CIC in the fall.
- Glen wants everyone to be informed so that they are prepared to speak with students and answer questions and concerns they may have.
- Donna inquired as to whether Rhonda could reach out to her counterparts on the Financial Aid side.

	• Glen talked to Chancellor about transformational projects. Chancellor will prove forms, etc…that ERP will respond to with formal bid. Chancellor will pay and collect from campus. He hopes it works out for areas not anticipating budget that was already set aside.
4. General Discussion	
	• Angela announced that the Session calendar was approved by Senate. Committee was very happy about that and that Writing II passed.
5. Adjournment	
Meeting adjourned	Meeting adjourned at 11:00am

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Meeting Notes – June 16, 2016, 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	David Corral, Michael Hedrick, Cathey Hurtt, Lindsey McCrae, Glen Perry, Manuel Saldanha, Veronica Salvador, Angela Schneider
ABSENT	Darrell Haydon, Liz Ginno, Jasmin Magallanes, Cesar Maloles, Amanda Segura, Donna Wiley
GUESTS	Amy Huie (for Rhonda Johnson)
AGENDA	Agenda adopted as stands
MINUTES	All in favor - Approved

AGENDA ITEM	This was an informational meeting so no voting took place-no need for quorum
1 Update on Budget Allocation Memo – Glen Perry	
	• Allocations should go out by the first part of next week. • Glen was waiting for feedback to clarify what the money could be used for. There will be a reminder in the budget memo letting us know what the money should be used for in order to be approved. • David asked if the money could be used at our discretion and if he wanted to hire a consultant, what does he need to do? Glen said the memo would have instructions on how to proceed with the hiring process, and have the chart field account number to charge it to. • Temporary help salaries in the proposed budget will stay the same because they are not entitled to the cost of living increase. If they are retained in the next year, depending on which collective bargaining unit they belong to they may or may not receive the increase.
2. Update on Share Point Site – Glen Perry	
	• The SharePoint drive is developed. Glen is working with the Chancellor's office to set up the access. The Chancellor's office staff tested SharePoint to make sure people had access to the SharePoint pages. • David asked if a CRS ticket had been opened. His concern was that there are (or will be) lots of network activities going on so he will talk to Roger about opening up a ticket. • Glen informed everyone that once they receive the email with the link, if they cannot access it to please let him know so that he can assure that you're on the list for the SharePoint site. He also assured committee members that once the SharePoint is up and working it will serve several different purposes: you can access it to find out what days/hours the consultants will be on campus, there is an "issues" log, a contact list, etc. • This is a working/living document, not a public page. • Lindsey feels like the site is really more informational, than interactive because it doesn't respond to your questions or concerns.
3. MPP Talking Points - Veronica Salvador	
	• The Semester Conversion Talking Points for MPPs was sent out on Tuesday, June 14, 2016 to all MPPs. • Veronica received positive feedback and appreciative comments from MPPs.

	• David commented that the list was well-written and to the point • MPP list is not on the website as of yet but will be posted soon. • Glen commented that the MPP list was well received across campus and felt it was a very good way to reach out to those who attended the MPP Retreat but had not received information on Semester Conversion. • Glen and other committee members felt the wearing of Semester Conversion T-shirts and pins was a good way to promote SC on campus and generate open dialogue. • Lindsey felt it was important that all of the subcommittees promote and generate conversation about Semester Conversion.
4. Review Project Schedule – Glen Perry	
	• Project schedule is constantly evolving and changing. Begin dates for a lot of the task have been adjusted on the new SharePoint version. These changes are not impacting milestone dates and we are still on target to meet the goals of the project. We will be ok in the end because of the huge testing window, which gives us time to catch up while we're doing testing. • Builds around curriculog, IAP's and Semester Conversion Nothing that is raising red flags. • Glen was in 2 hour workshop this morning with Roger Chen, PeopleSoft technician, going through modifications to see what code will be affected by semester conversion, and to review campus local mods identified in Fit Gap. • Mike asked if there was a published timeline for all of this work being done by the ERP consultants. • Lindsey responded that there was a published timeline on our website under the Administrative Support Subcommitttee documents. Also may be on SharePoint, but we have no access yet. • Mike and other committee members felt that a timeline is needed to see if everything is on target like the ERP consultants said they are. • Glen stated that ERP consultants are updating the timeline as each new consultant comes on board, ie. Student Records. Yesterdays posting had technical changes around transfer credits and student records. • Lindsey asked about having an ERP consultant come to our Monday morning weekly meetings and request that they come to this meeting (Administrative support subcommittee), as well as the Student Advising subcommittee meetings. • Glen agreed but stated the only drawback was that the consultants are only on campus alternate weeks. • Mike and several other members said that was ok; we could work and arrange our meetings around their schedule if we had to. Several committee members offered suggestions on how to assure that ERP consultants are a visible presence at these meetings. For example, using our Zoom In capabilities, calling in by phone, changing meeting dates. They felt that Glen needed to reinforce with the ERP project manager the importance of having one of their reps arrive here at CSUEB on time for our Monday morning meetings. • David volunteered to assist Glen in communicating with the consultants and sending a clear message that "we want them to put in crunch time up front; not at the back end". Also to reiterate to the consultants that they should be on "our" time schedule, not the other way around. • **Update from Glen:** The Financial Aid consultant was about to be assigned and should be starting in late June • Need to begin discussing with departments that requested technical/functional/transitional funding with an East Bay scope that campus must pay for costs; Do they still want the project?; Do they have the money for it?, etc…. • Student finance submitted the largest request – need scope of work doc for an addendum to contract for CSUEB's Phase II
5. Degree Audit – Manuel Saldanha	
	• Sociology going to final department sign off next week: Bio 7/6; Kinesiology next week; Computer Science mid-July

	• 84% of students by end of July will be complete • Angela suggested giving staff extra compensation for the extra work. Lindsey asked if there should be some kind of documentation on what Angela is suggesting. Angela said she may look at additional funds for graduation evaluation also. • Glen – members of Manuel's team are now being engaged by Consultants so that Consultants can begin to plan for basic configuration changes • Glen – Sociology is in our Sandbox – when sociology DAP and IAP are in place we will have a whole pile of sand with which to test. • Glen gave consultants the go ahead to proceed building a model for GE/GR • Student Records Consultant is actively working on prerequisite issue; talking to Manuel; looking for Curriculog, etc. • Lindsey - had a conversation with Darice at Concord campus and talked to students about matriculation • Lindsey - Pre-matriculation audit - We're moving forward but a little difficult to see on paper.
6. Adjournment	
Meeting adjourned	Meeting adjourned at 11:00am

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Meeting Notes – July 14, 2016, 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	Darrell Haydon, Jasmin Magallanes, Lindsey McCrae, Glen Perry, Manuel Saldanha, Veronica Salvador, Angela Schneider. Donna Wiley
ABSENT	David Corral, Liz Ginno, Michael Hedrick, Cathey Hurtt, Rhonda Johnson, Cesar Maloles, Amanda Segura,
GUESTS	
AGENDA	Motion by Darryl Haydon to approve and add Maureen Scharberg to SC Administrative Support Subcommittee. Manuel Saldanha motion to approve agenda
MINUTES	All in favor - Approved

AGENDA ITEM	
1 Review Project Schedule – Glen Perry	
	• Everything moving forward according to plan. • Glen working with consultant with exception of admissions • Retiring XAP as CSU vendor for common application. Need to make sure the application works for Fall 2018. Will go in production for Winter 2018 application cycle beginning June 2017.. • Project timeline updated in 2 weeks by ERPA. • Glen acknowledged Donna's concerns pointed out at the SC Co-Chair meeting on July 8 about the inconsistencies on our Milestone dates. He will work to get those changed. • Glen is working with the campus technical team who is reviewing all campus based modifications. 20% complete by the end of July. Will then consult with ERP tech consultants. Held a two-hour workshop with consultants to get them ready. • Roger Chen to identify mods that need changing and mods that need to be identified through ERP that need changes • UU2010 is not a full meeting space for the consultants. We can no longer book meetings at this location. Darryl found a space for the Student Financial consultantsin the SA building. • Glen is attempting to incorporate items from the Student Financial wish list into the Semester Conversion project plan. This may avoid cost of work if it can be done within the contract. • Glen checking with ERP consultants to make sure their weekly progress reports are being published in a timely manner. Committee members would like a progress report weekly, as per their contract. • Donna would like to encourage the consultants to speak/write more in "layman's terms so everyone is able to understand. They can also use bullet points to let us know their progress..
2. Degree Audit/Curriculum Status update – Manuel Saldanha	
	• Kinesiology final department sign off expected soon. Glen congratulated Manuel for getting Kineasiology to move. • Last big major is Liberal studies • Donna asked if they'd fixed the course ID problem. Manuel was sure that they did and that course work should be in production by end of July.

- The current status and plan is to move forward to historically update 9100 courses
- Request from departments is that they want to see before they approve. Currently using ASSIST to populate spreadsheet info. Can only process on Saturday and Sunday due to the length of time it takes. He's currently working on 12 departments
- Glen is looking forward to using the same process Manuel is using for updating incorrect transfer equivalencies Once to be able to go back and fix historically – 9100 process should be done the same way.
- Glen impressed that this process was developed at CSUEB and we can now share with other campuses.
- Lindsay - Wrong courses identified as being linked courses. She thought the problem had been straightened out but it hadn't. She was told she should speak to Manuel about that. She will contact him so that they can discuss.

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3. Planning for 2016-2017 – Action Items and Goals - All

- Discussed Subcommittee Co-chairs plans and goals for 2016-17.
- Plans on the technical side is to circle back, deal with policies and procedures that have not been reviewed by the work group, continue to work on catalog copies.
- Donna hopes this will encourage everyone to review each of the policies in their departments. Unsure of where some of the policies in the grad section come from.
- Lindsay asked if we could possibly get information from the other campuses about some of their policies and procedures
- Glen felt that as we review catalog, it will give us an opportunity to agree on the "voice" that's in the catalog. Long ago he felt the catalog appeared far to administrative, and over time the language as reverted to Chancellor office language…but that it needs to be consistent and right now, it's not.
- Maureen concerned with the conversion of the website and the fact that we need to make sure that it is consistent with policy changes. The web pages need to reflect the catalog.
- Discussion continued by all around policy changes and procedures and the importance of keeping them up to date and consistent and as a committee helping each other in reviewing policy revisions..
- Angela commented that CIC has a broad scope that covers a lot of ground – many areas we don't routinely consult with them on and we should. She brought up Priority registration and suggested that rather than just taking CIC an idea, we need to take them a proposal
- Lindsay suggested that we form sub task forces in the coming year to do these reviews and that we should do this before CIC reconvenes
- Donna suggested making the review of policies/procedures an assignment for all committee members to go through their relevant sections of the catalog to see what stays, what doesn't' stay and bring the report back to the next meeting.
- Once rewrites are done they can be made available to the whole committee.
- Maureen mentioned two policies to be looked at: Probation policy and the Grade Forgiveness…both of these have gone to Mitch, but needs some tweeking.
- Angela, Maureen and Donna agreed that we need to decide who's going to convene as a smaller group to work on CIC policies and start meeting sooner than later.
- At this time a motion was made by Darryl to appoint Maureen Scharberg as an official member of the subcommittee.
- Volunteers to continue to look at last year's work group list.
- What we need to accomplish to get to CIC: Catalog, Policies and Progression – What does that mean to students who don't take the WST?
- Glen stated that departments that want to use the holds must be careful that they have progression policies written in because it is hard to hold students to requirements that are not published.
- Donna mentioned that another source of works for this group is the information we receive from the ERP consultant

	• Discussion around Prereq reinforcement – what is the plan? Angela felt if this something that needs to be reviewed, it should also be added to the group task. • Articulation discussion needs to schedule soon. • Glen – as we are building out semester requirements and catalog as part of 2017-18 testing - Pilot it with reports and show faculty how well pre-req enforcement will work. Will make sure this is built into one of the test plans once Acalog interface has completed building courses into the PeopleSoft course catalog. • Glen – worst case scenario is, if faculty resists, we can do prereqs on certain courses only
4. Meeting Adjourned – 11:00am	

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Meeting Notes – August 11, 2016, 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	Rhonda Johnson, Jasmin Magallanes, Glen Perry, Manuel Saldanha, Maureen Scharberg, Angela Schneider, Amanda Segura, Donna Wiley
ABSENT	David Corral, Michael Hedrick, Cathey Hurtt, Lindsey McCrae, Darrell Haydon, Liz Ginno,
GUESTS	
AGENDA	Agenda adopted as stands
MINUTES	All in favor – Approved

1. Review Project Schedule – Glen Perry	
	• Glen let the committee know that the minutes from the July 14, 2016 meeting would be posted on Semester Conversion website today. • Notes from the Transfer Credit and Unit Summaries and how they impact process and system configuration will be ready for distribution to committee members and posted on the Semester Conversion website. • The new project schedule has been posted to the SC website. The key is, percentages are moving forward. This month's primary focus is on Tech review – working with Roger Chen for Acalog Interface and to review local campus mods and identify those to be retrofitted, then consultants will review • Reviewing all mods developed by consultants and used by Bakersfield and Pomona. However we will not post information until we fully understand impacts. • Deadline to respond to ERP Consultants is the end of July for CSUEB tech tasks. In the next two months need to Retro fit mods and give feedback to consultants. • Lots of codes in PeopleSoft that looks at term and must be adjusted one way or the other. • Conversion term – taking quarter units and making semester units. • People Soft queries and private People Soft queries must also be reviewed if use term parameter. This should be done before end of calendar year. • Tech implementation should end December or mid-January: Initial testing by Consultants, system testing, and user acceptance testing. • 2017 will be the year of advisement and testing. Must make sure conversions are correct, GAPs aren't changing, 3 C's communication must be tested, and new policies will be put into place that will need the same level of testing we had when People Soft was first implemented. • Testing period will be a challenging time, tedious, but necessary. • The number one take away from the meeting at Cal Poly in Pomona was that CSULA did not take enough time to do the testing. • Angela commented that CSULA didn't realize how long it was going to take to do transfer credit rules and now they are paying for it – didn't have enough testing time. • Glen – Baseline documents will continue to be modified as we go through production. • Some areas were assigned resources, especially on the IT side. IT has been given supplemental conversion funding • The IT Interim CIO has been brought up to speed. Already looked at SharePoint site and will also be serving on this committee. • Veronica and Glen working on Dashboard version of timeline for Steering committee and cabinet. This should all be together by the next SC Administrative Support Subcommittee meeting.

2. Degree Audit – Manuel Saldanha	
	• Kinesiology and Computer Science are now Live at 76%; 15 in process and 1 and ½ are targeted for DARS (?) • Ethnic Studies still waiting for sign off and Biology is now in testing mode. • Acalog interface had test run and he is now looking at results. Looks fine so far. A few corrections needed but is pretty close to production. • Glen said that once everything is complete, Manuel is charged with coming up with a work plan to fill in the blanks. • No GE approval until fall. May have to hold off on GE accolog until approved. Need to look at Registration functionality, class schedules; time modules once there is a schedule – to see are we good, bad, what else needed. • Manuel – as soon as course work is in production, he will start semester DARS.
3. Open Discussion: Planning for 2016-17 Action Items and Goals All	
	• Angela informed the committee that she is developing the process to do major checks and the DAR can now to collapse major And/or GE requiremements. So far Health Sciences is on board; A digital signature that shows up on PDF; and a new email account • Working with Business and will move forward with other majors. This is good news! • Angela is meeting with Donna and Maureen next Monday to review policies and proposals. • Angela is attending a PAC meeting in September and plans on updating on CSUEB's Semester Conversion. • Angela mentioned as an FYI that she's set aside Title 9 holds for winter registration. New students will have access to training and all holds will not be released until they complete the training. This information will be included in emails letting students know, if they have a Title 9 hold, they must take the training in order for the holds to be released. This could possibly affect thousands of students, and she is concerned about graduating seniors • Committee members Rhonda, Donna, Jasmin and Maureen offered suggestions and Ideas on how Angela can best disseminate this message out so that students can fully understand…Very robust plan is being put in place. • Some of the suggestions are: Making sure Parents are informed. Maureen suggested working with Stan to see what existing communication is going out to parents. Rhonda suggested placing add in CSUEB's Pioneer, Jasmin mentioned placing flyers through campus, post cards in packets. Also placing Indicators on the To Do List that students must take training. • Donna asked if there is a negative service indicator. Angela responded yes, that there is already a warning. • Glen wanted to encourage the working group to move forward expeditiously and cautiously because it will impact the work we're doing on 18-19 copy. • Maureen received email about splitting course electives. Committee all agreement that this would not be good and should not happen. Feels it will harm students. • Discussed issues students having in regards to graduations, etc. • Glen concerned about Sciences and Labs meeting twice a week. Maureen felt that that was why there is a need to run the models – so that they can see how impossible having that type of course schedule. • Donna emailed LA/BAK to ask about unit rounding, but has not heard back
4. Other Items All	
	• Glen asked if anyone wanted to debrief on the Pomona trip, Knowledge Day on August 1, 2016 at Cal Poly. • Donna mentioned articulation and transfer credit rules coordination process. Glen will make sure she receives a copy of the notes from the transfer credit meeting held on 7/27/16. • Donna mentioned again the fact that Recreation and Hospitality are not articulated courses and the need for them to stay upper division courses

	• Angela brought up how CSULA pushed students to file for graduation when the students weren't ready and the problems it caused. CSUEB wants to be careful not to emulate that process. • Maureen mentioned that she'd talked to some advisors at the meeting and the Bakersfield advisors like CSUEB's handbook more than CSULAs. • Glen told the committee members to keep track of their assigned task before adding more on their plates. • Angela said that she would like to see something through the Senate that says you can't change your curriculum.
5. Adjournment	
Meeting adjourned	Meeting adjourned at 11:00am

Meeting Notes – August 25, 2016, 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	David Corral, Darrell Haydon, Michael Hedrick, Rhonda Johnson, Jasmin Magallanes, Glen Perry, Manuel Saldanha, Veronica Salvador, Angela Schneider, Amanda Segura, Donna Wiley
ABSENT	Cathey Hurtt, Lindsey McCrae, Liz Ginno, Cesar Maloles. Maureen Scharberg
GUESTS	
AGENDA	Amended by Donna to add Accolog People Soft Migration as a standing agenda item
MINUTES	All in favor – Approved

1. Review Project Schedule – Glen Perry	
	• Glen updated the committee on the project schedule and let them know that this week there was a need to expand the work needed to implement the IAP (a central component of the Student Pledge). The IAP is the first task due for completion. • We are behind schedule due to a few requests for change in the delivered IAP. As the document is being reviewed several issues have surfaced. Wendy is working with consultants. • Huge item discovered by Maureen: Bakersfield developed a bolt-on to People Soft which allows advisors to populate a list of courses in the planner rather than by several clicks from the degree audit. The advisor tool is only available to advisors with security clearance. The IAP was designed to allow advisors to select courses from the degree audit report one-by-one because many requirements have multiple courses. Students only use one out of the 10 courses listed. If the students see more than one required course within the same area, they may get extremely confused. • Glen said he made a request of Roger Chen to have the bolt on installed on one of our conversion instances. • The other requirements that were brought up at the work group were around the approval process for the IAP; two approvals required – one for Major, and one for GE. GE and or major approved – will generate IAP. This may result in two IAP's: We are asking ERP if we can combine both approvals into a single PDF. • Third item: If advisor rejects a student's IAP then it doesn't create a date stamp. Glen wants to suggest that advisors should enter a comment as to why they are rejecting the IAP. The addition of a comment will generate a date stamp. • Another requirement is that instead of the word, "reject" that we can substitute the word "denied" in the IAP. • The list of requirements has been provided to ERP for them to assess what can be done, what can't be done, why, and how many hours it will entail. If outside of contract hours, campus will have to pay and at that point it would have to go back to the sponsors for approval. • LA has students initiating IAP; Bakersfield has advisors initiating IAP. • ERP has already began looking at the requirements. Hopefully it won't take longer than a week to assess; but it could delay roll-out of the IAP, or the campus can move forward with certain modifications. Lots of unknowns, but huge issue. Glen wants everyone to be aware of these issues so when the students begin asking about IAP's, they will get answers. Right now trying to get as much functionality as our

advisors and faculty needs to provide IAP's.

- Big request: IAP has two ways to populate: Using the degree audit, or using the University catalog. However, the catalog has no search engine. Academic Advising doesn't use that type of search engine. This would be customized to try to limit the search. This IAP is an "out of scope" item. If comes back to campus cost, sponsors may feel we could live without it
- Angela asked if there is money left that was allotted for hiring temporary staff is there a way that it can be diverted for this project. Glen responded that he thinks it could be but would need to check. We also have to be mindful to fill the gap in the estimated budget and what we received for semester conversion.
- David confused as to why there are now issues with identification? Glen responded that advisors were given access to play with the planner, and found that the functionality that they expected wasn't there.
- Mike felt that the ERP consultants should have informed us about the bolt-on that Bakersfield used. Glen said that the ERP consultants did document Bakersfield's bolt on and also indicated that it was up to the campus to contact them if they were interested. We (CSUEB) missed/didn't see that in their report. Both Mike and Darryl felt that as consultants it is their job to advise us of these types of things and they fell short in this area.
- Darryl mentioned that given the experience of the bolt on issue going unnoticed, have we asked the consultants if there is any other areas that Bakersfield and/or LA have created, that CSUEB should know about, or be aware of.
- Glen said that right now each mod is moving at different paces and that we have not discovered anything yet.
- As a Homework assignment, Glen requested that each committee member contact their counterparts at LA and Bakersfield and ask if their campus developed any added functionality as part of the semester conversion project.
- Glen was told by consultants that we may have to live without the attribute search. But said it was a needed function because it's possible there is a course being taught that has been converted to semester. Students may mistakenly take course not meant for their GE. Students need a tool to search so that they can have ability to go back and change courses if they need to substitute.
- Veronica asked if Glen included the notification button for students. Message dialogue box. Glen made a note of it to run it by ERP.
- Glen said that one positive spin on this is that none of it will change our Sept. 2018 Go Live date. But reiterated that at some point we will have to halt all the changes and request we're sending in order for us to meet our deadline.
- Will wait for ERP's response and share with the committee. The committee will also weigh in on priorities and see if there will be a financial impact.
- There was a question as to why Bakersfield built a work-around instead of a module change.
- Glen said, they'd already delivered functionality and felt bolt-on would be straight forward without any additional cost.

2. Degree Audit and Acalog Interface Update – Manuel Saldanha

- Still 75% complete
- Art and Music had no summer chair…but design is complete
- We're on target to meet our goal
- Status of Acalog interface: Finishing data entry in accolog, to retest load in People Soft
- Missed 31st window, but will make Sept 7 window.
- Will have to build pre-requisite field in People Soft. It will be faster.

3. Dash Board – Veronica Salvador	
	• Veronica presented a first draft of a semester conversion dashboard. Information was pulled from ERP project schedule and is an example of what the Dashboard can be, but would like suggestions and comments from committee on what they want to see, or don't want to see, what can be improved, etc.. • Need more data from Donna to plug in Curriculum metrics. • IAP broken down to phase 1 – advising for quarter students only and phase 2 – advising ready for transition students. • Need to make sure all dates are accurate. Target end dates will not change. Target end dates based on version of project plan from last meeting • Glen suggested adding a "comment" box. • Veronica said she would send out copies of Dashboard for committee review and comment. Would like to have it back in about a week so that she can give to Debbie Chaw.
4. Open Discussion: Planning for 2016-17 Action Items and Goals All	
	• Glen met with Liliana and Reddy about the impact on semester conversion on data warehouse and gave brief overview of what they should look for within their code. Suggested once we have stable environment in semester conversion_____ and as soon as possible they should_run a database compare to find any structural changes to the tables._____ (?) • Donna reminded the committee not to forget to look for catalogue copy for changes to fall 2018 catalogue. They're working hard to develop proposals for CIC.
5. Adjournment	
Meeting adjourned	Meeting adjourned at 11:05am

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Meeting Notes – September 8, 2016, 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	David Corral, Darrell Haydon, Jasmin Magallanes, Manuel Saldanha, Veronica Salvador, Angela Schneider, Maureen Scharberg
ABSENT	Cathey Hurtt, Lindsey McCrae, Liz Ginno, Cesar Maloles, Michael Hedrick, Rhonda Johnson, Glen Perry, Amanda Segura, Donna Wiley
GUESTS	
AGENDA	Agenda from 8/25 meeting approved
MINUTES	All in favor – Approved

1. Review Project Schedule – Veronica Salvador	
	• Veronica Salvador ran the meeting this morning in Glen's absence. • Veronica updated the committee members on the IAP working group meeting, chaired by Maureen and Larry. At the IAP meeting, Glen presented an assessment from ERP consultants regarding the additional button that needed to be added so that the GE department would be able to approve major requirements (??). Glen will go back to consultants to make an additional button so that it is more streamlined and user-friendly. • Also at the IAP working group meeting Wendy Chen gave a demo of the Bakersfield bolt-on.
2. Degree Audit and Acalog Interface Update – Manuel Saldanha and David Corral	
	• Math major is Live. Two more majors awaiting a workshop (??) • Talking with Wendy about when the semester part of it will be done • We're still on target to meet our goal • Status of Acalog interface: Data flowing – production install went in. Will be done manually first, then automated.
3. Dash Board – Veronica Salvador	
	• Veronica said she received comments back that she'd requested from committee members about the Dashboard. • Three different status' to show college level or university level. Donna was instrumental in this process. • Updated Dashboard and it is current as of September 1, 2016. • Acalog interface is in production and Manuel's group plan on doing a "load" today, 9/8/2016. • Degree project is 75% complete • Need to identify new ending date for Transfer Credit. • Student Financial Aid was 35% now 50%. Financial Aid is 22%. We're doing good!
4. Open Discussion: Planning for 2016-17 Action Items and Goals All	
	• Jasmin referred to the "homework" assignment from the August 25th,(??) subcommittee meeting, where Glen asked committee members to reach out to their counter parts at Bakersfield and CSULA (??). She reported that she'd heard from CSUB and there were no hiccups. They are working through com-gen and will focus more on advising. (?) • Maureen – Discussed Academic Advising listserv People Soft post enrollment – pre requisite check. She wanted to know if we would be using this. Manuel replied if it is enforced then yes, we would use it. • Angela cited policy and said we would need to go back to the Senate since this would be a change in policy.

	• Manual – will use process that will tell who failed. Wants to review _____ pre requisite so that hopefully won't have the same experience CSULA had. • Maureen said WST may be a pre-requisite for certain courses • Angela stated that this policy change needed to be brought up to the Senate this year if we are going to enforce. Concerned about students who are new not having too many roadblocks.
5. Adjournment	
Meeting adjourned	Meeting adjourned at 10:30am