## Co-Curricular & Student Support Subcommittee

### 2015-2016

<table>
<thead>
<tr>
<th>DATE</th>
<th>AGENDA</th>
<th>MINUTES</th>
</tr>
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<tbody>
<tr>
<td>6/11/15</td>
<td>Agenda</td>
<td>Minutes</td>
</tr>
<tr>
<td>8/17/15</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>10/9/15</td>
<td>Agenda</td>
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<tr>
<td>12/11/15</td>
<td>Agenda</td>
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<td>2/12/16</td>
<td>Agenda</td>
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<tr>
<td>3/11/16</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>4/8/16</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>5/13/16</td>
<td>Agenda</td>
<td>Minutes</td>
</tr>
</tbody>
</table>
Co-Curricular and Student Support (CCSS) Subcommittee of Semester Conversion

CCSS Kick-Off Meeting
June 11, 2015 – 1:30-3:00 pm
SA 4350

CCSS Subcommittee Members: Mark Almeida, Diana Balgas, Marissa Calvin, Luis Cardenas, Paul Carpenter, Martin Castillo, Sylvia Head, Marguerite Hinrichs, David Lopez, Jennifer Luna, Valerie Machacek, Jennifer Nguyen, Erik Pinlac, Alison Richardson, Dianne Rush Woods, Meiling Wu. Co-directors serve as Ex-officio members.

Purpose of the CCSS 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 Co-Curricular and Student Support Subcommittee is to assist non-academic programs and services in assessing and addressing potential problems or challenges faced as a result of semester conversion. The CCSS subcommittee makes recommendations to the Steering Committee for decision.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30 p.m. – 1:45 p.m.</td>
<td>Welcome, Introductions, and Subcommittee Overview</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>1:45 p.m. – 2:00 p.m.</td>
<td>Purpose and Scope of SC Subcommittees and Ties to Steering Committee</td>
<td>Singley/Barrett</td>
</tr>
<tr>
<td>2:00 p.m. – 2:10 p.m.</td>
<td>Summer Meetings</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>2:10 p.m. – 2:30 p.m.</td>
<td>Group Discussion: Potential Co-Curricular Programs and Activities Affected by Semester Conversion</td>
<td>All</td>
</tr>
<tr>
<td>2:30 p.m. – 2:45 p.m.</td>
<td>Prioritize and Assign Items for Future Meetings</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>2:45 p.m. – 2:50 p.m.</td>
<td>Greetings from VP Student Affairs</td>
<td>Wong</td>
</tr>
<tr>
<td>2:50 p.m. – 3:00 p.m.</td>
<td>Other</td>
<td>All</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Adjournment</td>
<td>Balgas/Castillo</td>
</tr>
</tbody>
</table>
## CCSS Agenda

**August 17, 2015 – 1:00-3:00 pm**

SA 4600A

### CCSS Subcommittee Members:
Mark Almeida, Diana Balgas, Luis Cardenas, Paul Carpenter, Martin Castillo, Sylvia Head, Marguerite Hinrichs, David Lopez, Jennifer Luna, Valerie Machacek, Jennifer Nguyen, Erik Pinlac, Alison Richardson, Dianne Rush Woods, Meiling Wu. Co-directors serve as Ex-officio members.

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<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter(s)</th>
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</thead>
<tbody>
<tr>
<td>1:00 p.m. – 1:10 p.m.</td>
<td><strong>Approval of Agenda</strong></td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>1:10 p.m. – 1:30 p.m.</td>
<td><strong>Report on Check-ins with Counterparts at CSU Los Angeles and Bakersfield</strong></td>
<td>All</td>
</tr>
<tr>
<td>1:30 p.m. – 1:50 p.m.</td>
<td><strong>Group Discussion: Priority Items #1 and #2</strong></td>
<td>All</td>
</tr>
<tr>
<td>1:50 p.m. – 2:10 p.m.</td>
<td><strong>Group Discussion: Priority Items #3 and #4</strong></td>
<td>All</td>
</tr>
<tr>
<td>2:10 p.m. – 2:40 p.m.</td>
<td><strong>Critical Path Calendar</strong></td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>2:40 p.m. – 2:55 p.m.</td>
<td><strong>Prioritize and Assign Items for Fall Quarter Meetings</strong></td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>2:55 p.m. – 3:00 p.m.</td>
<td><strong>Other</strong></td>
<td>All</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td><strong>Adjournment</strong></td>
<td>Balgas/Castillo</td>
</tr>
</tbody>
</table>
Co-Curricular and Student Support (CCSS) Subcommittee of Semester Conversion

**CCSS Agenda**  
October 9, 2015 – 2:00-3:30 pm  
SA 4350

**CCSS Subcommittee Members:** Mark Almeida, Diana Balgas, Luis Cardenas, Paul Carpenter, Martin Castillo, Sylvia Head, Marguerite Hinrichs, David Lopez, Jennifer Luna, Valerie Machacek, Jennifer Nguyen, Erik Pinlac, Alison Richardson, John Wenzler, Dianne Rush Woods, Meiling Wu. Co-directors serve as Ex-officio members.

**Guest:** Angela Schneider

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>2:00 p.m. –</td>
<td>Approval of Agenda</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>2:10 p.m.</td>
<td>Approval of Minutes</td>
<td></td>
</tr>
<tr>
<td>2:10 p.m. –</td>
<td>Approval of Minutes</td>
<td></td>
</tr>
<tr>
<td>2:10 p.m.</td>
<td>Approval of Minutes</td>
<td></td>
</tr>
<tr>
<td>2:20 p.m. –</td>
<td>Reports from Co-Director(s)</td>
<td>Singley/Barrett</td>
</tr>
<tr>
<td>2:20 p.m.</td>
<td>Reports from Co-Director(s)</td>
<td></td>
</tr>
<tr>
<td>2:20 p.m.</td>
<td>Updates on Check-ins with Counterparts at CSU Los Angeles and Bakersfield</td>
<td>Wenzler/All</td>
</tr>
<tr>
<td>2:20 p.m.</td>
<td>Updates on Check-ins with Counterparts at CSU Los Angeles and Bakersfield</td>
<td></td>
</tr>
<tr>
<td>2:20 p.m.</td>
<td>Question: “What are our counterparts doing for semester conversion?”</td>
<td></td>
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<tr>
<td>2:35 p.m.</td>
<td>Updates on University Hour</td>
<td>Lopez</td>
</tr>
<tr>
<td>2:35 p.m.</td>
<td>Updates on University Hour</td>
<td></td>
</tr>
<tr>
<td>2:50 p.m.</td>
<td>Updates on Longer Winter Break, Shorter Summer (2018), and “Signature Event” Calendar Changes</td>
<td>All</td>
</tr>
<tr>
<td>2:50 p.m.</td>
<td>Updates on Longer Winter Break, Shorter Summer (2018), and “Signature Event” Calendar Changes</td>
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<tr>
<td>3:00 p.m.</td>
<td>Updates on Longer Winter Break, Shorter Summer (2018), and “Signature Event” Calendar Changes</td>
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<tr>
<td>3:00 p.m.</td>
<td>Updates on Longer Winter Break, Shorter Summer (2018), and “Signature Event” Calendar Changes</td>
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<tr>
<td>3:00 p.m.</td>
<td>Registration and Graduation Policies</td>
<td>Schneider</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Registration and Graduation Policies</td>
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<tr>
<td>3:10 p.m.</td>
<td>Updates to Critical Path Calendar</td>
<td>All</td>
</tr>
<tr>
<td>3:10 p.m.</td>
<td>Updates to Critical Path Calendar</td>
<td></td>
</tr>
<tr>
<td>3:20 p.m.</td>
<td>Discuss Items for Next Meeting</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>3:20 p.m.</td>
<td>Discuss Items for Next Meeting</td>
<td></td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>Adjournment</td>
<td></td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>Adjournment</td>
<td></td>
</tr>
</tbody>
</table>
## CCSS Agenda
December 11, 2015 – 2:00-3:30 pm
SA 4350

### CCSS Subcommittee Members:
Mark Almeida, Diana Balgas, Katie Brown, Luis Cardenas, Paul Carpenter, Martin Castillo, Sylvia Head, Michele Hingst, Marguerite Hinrichs, David Lopez, Jennifer Luna, Valerie Machacek, Jennifer Nguyen, Erik Pinlac, Alison Richardson, John Wenzler, Dianne Rush Woods, Meiling Wu.
Co-directors serve as Ex-officio members.

### Guest: TBA

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Chair</th>
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<tbody>
<tr>
<td>2:00 p.m.</td>
<td>Approval of Agenda</td>
<td>Balgas</td>
</tr>
<tr>
<td>2:10 p.m.</td>
<td>Approval of Minutes</td>
<td></td>
</tr>
<tr>
<td>2:10 p.m.</td>
<td>Reports from Co-Director(s)</td>
<td>Barrett</td>
</tr>
<tr>
<td>2:20 p.m.</td>
<td>Updates on Check-ins with Counterparts at CSU Los Angeles and Bakersfield, and/or other campuses</td>
<td>Almeida/Hinrichs</td>
</tr>
<tr>
<td>2:35 p.m.</td>
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<tr>
<td>2:35 p.m.</td>
<td>Updates on University Hour and Time Modules Task Force</td>
<td>Lopez/Wu</td>
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<tr>
<td>2:50 p.m.</td>
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<tr>
<td>2:50 p.m.</td>
<td>Updates on “Signature Event” Calendar Changes and New Opportunities/Traditions</td>
<td>All</td>
</tr>
<tr>
<td>3:05 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:05 p.m.</td>
<td>Updates to Critical Path Calendar</td>
<td>All</td>
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<tr>
<td>3:20 p.m.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:20 p.m.</td>
<td>Discuss Items for Next Meeting</td>
<td>Balgas</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td>Adjournment</td>
<td>Balgas</td>
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</table>
Co-Curricular and Student Support (CCSS) Subcommittee of Semester Conversion

CCSS Agenda
February 12, 2016 – 10:00-11:30 am
SA 4350

CCSS Subcommittee Members: Mark Almeida, Diana Balgas, Katie Brown, Luis Cardenas, Paul Carpenter, Martin Castillo, Sylvia Head, Michele Hingst, Marguerite Hinrichs, David Lopez, Jennifer Luna, Valerie Machacek, Jennifer Nguyen, Erik Pinlac, Alison Richardson, John Wenzler, Dianne Rush Woods, Meiling Wu.
Co-directors serve as Ex-officio members.

Guest: Rhonda Johnson, Executive Director for Financial Aid

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<thead>
<tr>
<th>Time</th>
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<th>Presenter</th>
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<tr>
<td>10:00 a.m.</td>
<td>Approval of Agenda</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>10:05 a.m.</td>
<td>Approval of Minutes</td>
<td></td>
</tr>
<tr>
<td>10:05 a.m.</td>
<td>Impact on Financial Aid</td>
<td>Johnson</td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td>Special Guest: Rhonda Johnson, Exec Director</td>
<td></td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td>Transforming Student Services During Semester Conversion</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>10:35 a.m.</td>
<td>Updates on University Hour and Time Modules Task Force (letter of recommendation request)</td>
<td>Lopez/Wu</td>
</tr>
<tr>
<td>10:50 a.m.</td>
<td>Updates from CSU Counterparts</td>
<td></td>
</tr>
<tr>
<td>11:05 a.m.</td>
<td>Discuss Items for Next Meeting</td>
<td>Balgas/Castillo</td>
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<tr>
<td>11:22 a.m.</td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Adjournment</td>
<td>Balgas/Castillo</td>
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Co-Curricular and Student Support (CCSS)
Subcommittee of Semester Conversion

CCSS Agenda
March 11 – 10:00-11:30 am
SA 4350

**CCSS Subcommittee Members:** Mark Almeida, Diana Balgas, Katie Brown, Luis Cardenas, Paul Carpenter, Martin Castillo, Sylvia Head, Michele Hingst, Marguerite Hinrichs, David Lopez, Jennifer Luna, Valerie Machacek, Jennifer Nguyen, Erik Pinlac, Alison Richardson, John Wenzler, Dianne Rush Woods, Meiling Wu.
Co-directors serve as Ex-officio members.

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<tr>
<th>Time</th>
<th>Event Description</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>10:00 a.m. –</td>
<td>Approval of Agenda</td>
<td></td>
</tr>
<tr>
<td>10:05 a.m.</td>
<td>Approval of Minutes</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>10:05 a.m. –</td>
<td>Update from Associate Director for Semester Conversion</td>
<td>McCrea</td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td>University Hour 1 Pager</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>10:35 a.m.</td>
<td>Co-Curricular Transcript/Passport</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>10:50 a.m.</td>
<td>Updates on Time Modules Task Force</td>
<td>Lopez/Wu</td>
</tr>
<tr>
<td>11:05 a.m.</td>
<td>Updates from CSU Counterparts</td>
<td></td>
</tr>
<tr>
<td>11:20 a.m.</td>
<td>Discuss Items for Next Meeting</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Adjournment</td>
<td>Balgas/Castillo</td>
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</tbody>
</table>
Co-Curricular and Student Support (CCSS)
Subcommittee of Semester Conversion

CCSS Agenda
April 8, 2016 – 10:00-11:30 am
SA 4350

CCSS Subcommittee Members: Mark Almeida, Diana Balgas, Katie Brown, Paul Carpenter, Martin Castillo, Sylvia Head, Marguerite Hinrichs, David Lopez, Jennifer Luna, Helen Ly, Valerie Machacek, Erik Pinlac, Alison Richardson, John Wenzler, Dianne Rush Woods, Meiling Wu. Co-directors serve as Ex-officio members.

Guest: Kenrick Ali, Associate Director of Residence Life

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 a.m. –</td>
<td>Approval of Agenda</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>10:05 a.m.</td>
<td>Approval of Minutes</td>
<td></td>
</tr>
<tr>
<td>10:05 a.m. –</td>
<td>Update from Associate Director for Semester Conversion</td>
<td>McCrea</td>
</tr>
<tr>
<td>10:20 a.m.</td>
<td>Updates on University Hour 1 Pager &amp; Survey</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>10:20 a.m. –</td>
<td>Updates on Time Modules Task Force</td>
<td>Lopez/Wu</td>
</tr>
<tr>
<td>10:55 a.m. –</td>
<td>Updates from CSU Counterparts</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m. –</td>
<td>Discuss Items for Next Meeting</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>11:05 a.m.</td>
<td>BaySync Demonstration &amp; Co-Curricular Transcript</td>
<td>Ali</td>
</tr>
<tr>
<td>11:10 a.m. –</td>
<td>Special Guest: Kenrick Ali, Associate Director</td>
<td></td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Adjournment</td>
<td>Balgas/Castillo</td>
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</tbody>
</table>
Co-Curricular and Student Support (CCSS)  
Subcommittee of Semester Conversion

**CCSS Agenda**  
May 13, 2016 – 10:00-11:30 am  
SA 4350

**CCSS Subcommittee Members:** Mark Almeida, Diana Balgas, Katie Brown, Paul Carpenter, Martin Castillo, Sylvia Head, Marguerite Hinrichs, Bill Irwin, David Lopez, Jennifer Luna, Helen Ly, Valerie Machacek, Erik Pniac, Alison Richardson, Christina Sanchez, John Wenzler, Dianne Rush Woods, Meiling Wu.

Co-directors serve as Ex-officio members.

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<tr>
<th>Time</th>
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<tr>
<td>10:00 a.m. –</td>
<td>Approval of Agenda</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>10:05 a.m.</td>
<td>Approval of Minutes</td>
<td></td>
</tr>
<tr>
<td>10:05 a.m. –</td>
<td>Update from Associate Director for Semester Conversion</td>
<td>McCrea</td>
</tr>
<tr>
<td>10:15 a.m.</td>
<td>University Hour Survey Results Presentation</td>
<td>Balgas</td>
</tr>
<tr>
<td>10:15 a.m. –</td>
<td>Discuss University Hour Structure and Tracking</td>
<td>Castillo</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>Updates on Time Modules Task Force</td>
<td>Lopez/Wu</td>
</tr>
<tr>
<td>10:50 a.m.</td>
<td>Updates from CSU Counterparts</td>
<td>Brown</td>
</tr>
<tr>
<td>11:00 a.m. –</td>
<td>Brainstorm – Anticipated Unit-Level Preparations Required for Semester Conversion and Which Ones Should Be Tracked</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>11:20 a.m.</td>
<td>Discuss Date and Items for Next Meeting</td>
<td>Balgas/Castillo</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Adjournment</td>
<td>Balgas/Castillo</td>
</tr>
</tbody>
</table>
# Meeting Notes – June 11, 2015 1:30-3 PM SA 4350
## Co-Curricular and Student Support Subcommittee of Semester Conversion

### PRESENT
Mark Almeida, Eileen Barrett, Luis Cardenas, Diana Balgas, Paul Carpenter, Martin Castillo, Sylvia Head, David Lopez, Jennifer Luna, Valerie Machacek, Jennifer Nguyen, Erik Pinlac, Jason Singley, Dianne Rush Woods, Julie Wong

### ABSENT
Marissa Calvin, Marguerite Hinrichs, Alison Richardson

### GUESTS
My-Lan Huynh (for Marguerite Hinrichs)

## AGENDA

### MINUTES

### AGENDA ITEM

1. **Welcome, Introduction, and Subcommittee Overview**
   - First Organizational Meeting
   - Review Charge

2. **Purpose and Scope of SC Subcommittee and Ties to Steering Committee**
   - Pledge to Students
   - Questions and Answers for students posted on the Semester Conversion website.

3. **Summer Meetings**
   - Meetings will be held once a month during the summer.
   - Co-Chairs to send out Doodle poll to get available times for future meetings
   - Best days for meeting times are Tuesday through Thursdays

4. **Group Discussion: Potential Co-Curricular Programs and Activities Affected by Semester Conversion**
   - Possible groups to add to committee
     - Accessibility Services
     - Graduate Studies
     - Concord Campus
     - University Police
     - International students
     - Library
   - Groups and activities affected by semester conversion
     - Renaissance Scholars (former foster youth)
     - Housing and food services during semester breaks
     - New student orientation sessions
     - Library (hours)
     - Athletics
     - Performance events
     - Student leadership recruitment (shortened from 20 weeks to 15 weeks)
     - AACE signature events, i.e. Career Fairs, etc.
     - Annual MLK Jr. Breakfast
   - Questions
     - How will Financial Aid be affected when we begin leading with fall semester instead of summer quarter?
     - How will graduate students be affected, if at all?
   - Potential opportunities with semester conversion
     - College Hour
     - New traditions (ringing bell, etc.)

5. **Prioritize and Assigned Items for Future Meetings**
   - Priority Items
     - Review logistics connected with a longer winter break
     - Review logistics connected with the shortened summer in 2018
     - Consider pros/cons connected with identifying an official University/College Hour
     - Identify potential changes to current campus “signature events” (including potential for new events)
     - Develop a critical path calendar and be prepared for “test year” in 2017
- Homework
  - Check with counterparts at CSULA and Bakersfield to determine how they are being impacted with conversion occurring in 2016.
  - Read materials from the Semester Conversion committees
  - Review proposed academic calendar (begin in late August, with full week off for Thanksgiving, etc.)

### 6. Communication/Announcements

- Academic calendar approved by Academic Senate (10 week quarter to 15 week semester)

### 7. Adjournment

| Meeting adjourned | Meeting adjourned 3 PM. |
Meeting Notes – August 17, 2015 1:00-3 PM SA 4600A
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Mark Almeida, Eileen Barrett, Diana Balgas, Katie Brown, Paul Carpenter, Martin Castillo, Sylvia Head, David Lopez, Valerie Machacek, Lindsay McCrea, Jennifer Nguyen, Erik Pinlac, John Wenzler, Meiling Wu

ABSENT
Marguerite Hinrichs, Jennifer Luna, Alison Richardson Jason Singley, Dianne Rush Woods, Julie Wong

AGENDA
No Changes, Motion to accept agenda, vote approved. M/S/P

MINUTES
No Changes vote approved. M/S/P

AGENDA ITEM

1. Report on Check-ins with Counterparts at CSU LA and Bakersfield

- Report from Semester Conversion Director Eileen Barrett:
  - Faculty have been funded to begin work on Semester Conversion and many departments have already started working this summer.
  - The Faculty Development Subcommittee have put on workshops for Semester Conversion and over 190 faculty have attended these workshops.
  - Fit Gap has begun and Glen Perry (Project Manager) has organized all the modules with the Chancellors. Fit Gap sessions are open for anyone to attend if there are aspects of PeopleSoft your department uses that could be affected during the conversion process.
  - **Action Item:** Amanda Eberhart to send Lindsay McCrea the Fit Gap pocket calendar and module agendas to post to the semester conversion website.

- Sylvia Head was able to contact counterparts at CSU LA and Bakersfield in regards to the career fair. CSU Bakersfield shifted their career fair to start on the semester schedule a year earlier than conversion is scheduled.

- Discussion on how Financial Aid will be effected. Diana Balgas met with Rhonda Johnson and financial aid wants to start early making fall the start of disbursement. Financial Aid also wants to start a year earlier than conversion is scheduled.

- Many of the decisions Co-Curricular has to make are dependent on the Registration Calendar which is currently being worked on by the Administration Support Subcommittee.

- The 10 year academic calendar has been approved by the President.

2. Priority #1: Longer Winter Break and #2: Shortened Summer in 2018

- Logistical Issues
  - Safety
  - Security
  - Food services
  - SA building 1st floor open to students
  - Health Center
  - RAW Center
  - University Police Department
  - Shuttle Service

- Is there an additional service that could be given to students during the 6 weeks? Possible services could include:
  - Community service activity
  - WST Camp
  - Facilities Projects
  - Winter Commencement
  - Campus Celebration (during Thanksgiving Break)—extend what is currently done for on-campus residents

- Other breaks to consider:
  - Winter
- Thanksgiving  
- Spring  
- The shortened summer of 2018  
  **Action Item:** All committee members to research other campuses to see what they do during the breaks.

### 3. Priority #3: College Hour and #4: Signature Events

- **College Hour:**  
  - No formal work has been done on the time modules. Provost asked to put the time modules on hold until faculty had finished with the curriculum.  
  - The college hour is the key discussion that will be happening this year.  
  - The Co-Curricular committee could help identify ways in which a college hour would be beneficial to CSU East Bay.  
  - **Action Item:** All committee members should research other campuses and find out how college hour works on their campus and how receptive it is to students.  
  - Sylvia Head contacted Cal Poly and asked about their University Hour, which is Tuesday and Thursday. Cal Poly said there is a lot going on during university hour and you can't do everything. Cal Poly also said Wednesday would be a good day for a College Hour.  
  - **Action Item:** ASI President (David Lopez) and Martin Castillo will form a subgroup to research the benefits of a college hour and how other campuses are using it.  
  - No day has been ruled out.  

- **Signature Events**—committee provided the latest calendar for “campus signature events” to review and discuss possible issues and/or opportunities. A couple of notes:  
  - Back to the Bay—will need to happen earlier  
  - Alfresco: would happen in August where it could be very hot outside; might need to find alternate location.  
  - **Action Item:** All committee members should review event list and to take notes on events that might be effected by semester conversion.

### 4. Critical Path Line Items

- Possible test year  
- College hour  
- Orientation  
- Housing  
- Financial aid  
- **Action Item:** Committee members should send email to Diana and Martin with new items so that they can be added to the line item list.

### 5. Prioritize and Assigned Items for Fall Quarter Meetings

- Amanda Eberhart to send out a Doodle Poll to committee members to determine the best day for members to meet. Meetings will be shortened to 1 to 1.5 hours depending on frequency of meetings.  
- **Action Items:**  
  - Continue checking in with colleagues at other campuses.  
  - Also asking colleagues if there was an enrollment drop before semester conversion.

### 6. Other

- ASI subcommittee will be meeting in the fall. It is comprised of 10 students. Dr. Eileen Barrett is an Advisor along with one other Advisor for the Academic Senate.

### 7. Adjournment

**Meeting adjourned**  
Meeting adjourned 2:30 PM.
Meeting Notes – October 9, 2015 2:00-3:30 PM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Diana Balgas, Katie Brown, Luis Cardenas, Paul Carpenter, Martin Castillo, Sylvia Head, Marguerite Hinrichs, David Lopez, Jennifer Luna, Lindsay McCrea, Erik Pinlac, Alison Richardson, John Wenzler, Dianne Rush Woods, Meiling Wu

ABSENT
Mark Almeida, Valerie Machacek, Jennifer Nguyen

GUESTS
Jose-Luis Rayas (for Michele Hingst), Angela Schneider

AGENDA
No Changes, Motion to accept agenda, vote approved. M/S/P

MINUTES
No Changes vote approved. M/S/P

AGENDA ITEM
1. Introductions
   • Committee introductions

2. Report of the Associate Co-Director
   • Task force on time modules will begin soon, it’s headed by Mike Hedrick. The task force will also look at the university hour.
   • There will be a variety of referrals that will be sent to the steering committee (SC) for approval and the “approval process” has been approved by the SC.
   • Review of the subcommittees.
   • Discussion for temporary workers for semester conversion to work in one centralized location similar to when PeopleSoft conversion took place.

3. Updates on check-ins with counterparts at CSU LA and Bakersfield
   Report from John Wenzler
   • Contacted library deans at CSU Bakersfield and Cal State LA. Campuses converting in 2016 are reviewing their collection processes. All campuses will be using the same library software which will go live in 2017.
   • Discussion on: expanding hours and effect on students on quarter and semester calendars; and possible campus closure during Thanksgiving week and the impact it could have on students (housing, Aramark [food services], and the library).
   • According to student reps, trend for students (from out of the area) is to stay over Thanksgiving and Winter Break.

4. University Hour
   • ASI Created an Ad Hoc committee for students to voice concerns about conversion. There were lots of applicants for student involvement. Ad Hoc committee members represent all 4 colleges and representatives from graduate and international students.
   • ASI Board of Directors passed resolution in support of University hour. Departments will receive the resolution.
   • ASI President read resolution to the committee.
   • Discussion about resolution and adding more data to strengthen support for University Hour. Possibly adding a chart to accompany resolution. Also, adding of the campuses that do college hour what students do (engage in) during the “hour(s)”?
     Do the run errands or do they use it to participate in school events or do they go to cashiers? It would be good to poll the students and add that data to the resolution.
   • The committee also discussed possibility of making the University
hour a graduation requirement. Students participate in activities and build skills and a portfolio.
- Committee could use data from Al Fresco to help strengthen argument in support for University hour.

5. Updates on Longer Winter, Shorter Summer (2018) and Signature Event Calendar Changes.
- What activities could be done during intercession for students?
- Possible recommendation to look at self-support for 2017 and 2018 summer in order to graduate students who are close to graduation.
- Possibly using the 2 week intercession as a WST camp to help students.

6. Registration and Graduation Policies
- Registrar (Angela Schneider) shared a draft of the enrollment calendar for Summer 2019 – Spring 2020.
- Registrar hopes to have final enrollment calendar by spring.
- Registrar reviewed proposal of calendar with committee.
- Discussion focused on:
  - Spring and fall enrollment at different times.
  - Transfer students to register after concurrent students.
  - Fee payments moved up and possible 4 installments.
  - Add/drop dates.
  - 2 week intercession.
  - Graduation filing dates would be set dates.
  - University Writing Skills Requirement (UWSR) – University policy now prevents students who have not yet begun to satisfy to the UWSR (WST, coursework, etc.) from filing for graduation.
  - Orientation dates for summers after conversion need to be determined; however, need to determine how advising will impact the dates.

7. Critical Path
- Still in progress.

8. Adjournment
- Meeting adjourned 3:30 PM.
Meeting Notes – December 11, 2015 2:00-3:30 PM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Mark Almeida, Diana Balgas, Paul Carpenter, Leah Guest, Sylvia Head, Marguerite Hinrichs, Michele Hingst, David Lopez, Erik Pinlac, John Wenzler, Dianne Rush Woods, Julie Wong, Meiling Wu

ABSENT
Katie Brown, Luis Cardenas, Martin Castillo, My-Lan Huynh, Jennifer Luna, Lindsay McCrea, Jennifer Nguyen, Alison Richardson

GUESTS

AGENDA
Motion to accept agenda, vote approved. M/S/P

MINUTES
No Changes vote approved. M/S/P

AGENDA ITEM
1. Approval of agenda and Minutes

Agenda
- Committee voted to move the University and time Module up on the agenda.
- Add education summit to signature events.

October Minutes
- Meiling Wu motion to approve minutes, second by David Lopez. Minutes approved.

2. Time Modules and University Hour

- The time module task force is looking at 4 campus modules.
  - Each author of the module will write up pros and cons of each module.
  - The next meeting in January, the committee will vote on two to three modules.
  - The modules that the committee votes for will be sent out to campus for Feedback.
- Discussion points
  - What days are classes meeting?
  - The committee discussed what hour of the day the college hour will be and how many students are on campus during each time slot.
  - What are the challenges, parking factors?
  - ASI students currently have an official survey of students. Once the ASI committee is formed an official survey will be conducted. ASI needs one more student in order to meet quorum.
  - What types of questions should be asked on the survey.
  - The committee would like more creative options for class scheduling.
  - Concerned if everyone is off at one time how dining services will be impacted.
  - Will the faculty have a conflict of interest with the college hour? Will faculty hold office hours during the university hour?
  - Committee discussed what the purpose of the university hour is for, and that it is for the students.
  - A critical point is that the college hour has to be used by the campus. It wouldn’t benefit if students all left campus for an hour.
  - Programs will have to be schedule into the college hour to
avoid students leaving.

- The committee would like to see the time modules up for discussion.
- The committee would also like to have Mitch Watnik present at a future meeting.

3. Report of the Co-Directors

- No report

4. Updates on check-ins with counterparts at CSU LA and Bakersfield, and/or other campuses

- Mark Almeida (Housing)
  - CSU Bakersfield is a bit behind in their planning
  - CSU LA is moving forward.
  - The housing department has created a timeline and subcommittees to handle the semester conversion housing issues.
  - Learned that most campuses are charging students for staying in the break
  - In 2017, housing will be able to advise students on the new housing contracts.

- Marguerite Hinrichs (Student Life and Leadership)
  - When reaching out to other campuses didn’t get much feedback.
  - For the campuses converting to semesters, she was directed to the semester conversion website of that university.
  - The primary concern is student engagement.
  - Most of the changes will require moving dates. Date changes won’t dramatically change, things will be moved up a few weeks. For example freshman orientation will be in June and July.
  - Considering combining all activities into one week of welcome.
  - Preparing to be very flexible with working with semester conversion.
  - She is hearing from students their concern is how semester conversion is going to affect them.

5. Updates on “Signature Events” calendar changes and new opportunities/traditions

- Discussion of signature events
  - Homecoming will be during the fall semester.
  - Al Fresco will change from October to August.
  - The committee discussed offering an alternative spring break.
  - The committee also wants to give students an opportunity to be more engaged.
  - Spring mayhem will be pushed back to April.
  - The committee discussed the difference between signature events and campus events.
  - MLK Breakfast
  - Week of Inclusive Excellence
  - Freshmen Convocation
  - Education Summit

- Possible new traditions
  - Pinning of freshman
  - Freshman run
  - Legacy graduation
  - WST writing exam boot camp
  - Transfer convocation

- Possibility of having committee chairs start to plan now.
- Committee discussed services during winter intercession.
- Service learning opportunities to impact the Hayward community.
6. Updates to Critical Path Calendar
- Committee needs to start planning dates
- The committee discussed breaks, logistics and safety.
- Discussed staff calendar and contractual issues.
- The committee discussed what services should be offered if there are no courses being offered.
  - Just because no classes are being offered, the campus is still open and students will need to know that.

7. Next Meeting Topics
- Financial Aid discussion
- Staff Calendar
- Assessment on what students actually want.
- How to use org sync to survey students.
- Grad Students and Concord/ Oakland Campus.
  - Possibility of using the Oakland space during intercession.
- Concord Campus Discussion
  - Events
  - Planning
  - What is their role
  - Possibility of distance learning model
  - Action Item: Amanda to check in with Glen about the role of the Concord campus.
- What student supports are available for graduating student?
  - Bridge course?

8. Adjournment
Meeting adjourned | Meeting adjourned 3:25 PM.
Meeting Notes – February 12, 2016 10 AM to 11:30 AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Mark Almeida, Diana Balgas, Martin Castillo, Paul Carpenter, Sylvia Head, Marguerite Hinrichs, Jennifer Luna, David Lopez, Helen Ly, Erik Pinlac

ABSENT
Luis Cardenas, My-Lan Huynh, Valerie Machacek, Allison Richardson, Dianne Woods, Meiling Wu

GUESTS
Jaski Kohl, Lindsay McCrea, Rhonda Johnson

AGENDA
Motion to accept changes, vote approved. M/S/P

MINUTES
No Changes vote approved. M/S/P

AGENDA ITEM
1. Approval of Agenda and Minutes
   • The committee voted to move the Updates on University Hour and Time Modules Task Force before Transforming Student Services During Semester Conversion, and added Lindsay to the agenda for her report
   • Diana motion to approve, seconded by Martin

2. Impact on Financial Aid
   • Special Guest Rhonda Johnson, Executive Director for Financial Aid provided details on the conversion as it relates to Semester Conversion
   • Beginning with the 2016/17 academic year, summer session will be the trailing term for Financial Aid which should allow for full aid during the Fall, Winter and Spring terms rather than having the Pell grants run on in Spring term (with Summer as the leading term).
   • CSULA and CSUDH (who are currently undergoing semester conversion) suggested that EB not wait to adjust FA until after the conversion
   • Students who are seniors Fall 16' and Spring 17 can possible borrow from the future year to pay for all courses, thus a Fall 17/18 FAFSA will be needed
   • Seniors will have workshops provided during the transition
   • The ffsa priority will be changing from March 2nd to an earlier date that will be provided
   • FAFSA will now use the year before the prior year to collect income tax information which will allow for an earlier due date to complete FAFSA
   • A proposed 2 week winter session will be considered part of Spring semester beginning with the 2018/19 academic year.
   • Summer 2018—proposed 8 week quarter question as part of transition plan.
   • Some students may be confused but they will receive advisement and may need to take summer courses (Nursing may be one of them).
   • FA conversion updates should be announced in MyCSUEB
   • Diana will add agenda item to Steering Committee regarding making summer 2017 and 2018 a “state-support” session.
   • Will reach out to CSULA regarding an IEP “bubble” that pops up as a constant reminder to students that they need to complete something

3. Report from Associate Director for Semester Conversion
   • Four time modules from the Time Module taskforce will be unveiled at today’s afternoon meeting. This is a preliminary proposal that will require feedback and vetting.
   • The GE student learning outcomes will hopefully be voted on at the next Academic Senate meeting.
   • Lindsay has been meeting with all GS freshmen cohorts. Diana and Sylvia will work to identify “transfer student” cohort to add to the list.
   • Lindsay requested review of the FAQs on the Semester Conversion website for any updates. As an example, Lindsay discussed the question of temporary housing for
students who will have a 2 month break for summer
• She requested any updates and comments be sent to her so that she can upload them to the site
• Additional feedback will be vetted by Vice Provost

4. University Hour and Time Modules
• Lopez mentioned that there would be 4 models and 2 would have a University Hour included
• Of the 2 that include a University Hour, one proposal is for 3:30pm – 4:30pm (Mon – Friday) and the other is noon – 1pm (Tues/Thurs)
• Our Concord campus thinks having a pilot of University Hour there first would be a good idea
• Committee provided the following feedback regarding University Hour:
  • Concord is smaller campus so testing University Hour there may not truly reflect its benefits and outcomes
  • The surveys from al Fresco (particularly from those students stating that they could not attend due to classes) could be helpful
  • A big concern is that having University Hour on just one day will not allow as many students to enjoy, so have at least 2 days with a University Hour is ideal
  • More feedback is needed regarding students' thoughts regarding University Hour (ASI tabling, BaySync, story in Pioneer newspaper).
  • General feeling that students are not aware that this discussion is taking place
  • A survey created for students, staff and faculty will created soon (describe University Hour; optional vs. mandatory; break during day; etc.)
  • Possible incentive for intentional use of University Hour (co-curricular transcript with points for attending certain # of sessions)
  • Faculty/Staff may want to use University Hour for meeting or set specific appointments with students
  • Use data from "stress survey"—students with break during the day tend to exhibit less stress

5. Transforming Student Services During Semester Conversion
• Moved to next meeting
• One example—Club recognition will be moved to Spring to allow for a quicker start to following academic year

6. Updates from CSU Counterparts
No reports

7. Discuss Items for next Meeting
• March 11th 2016 will be the next meeting

8. Other
• No reports

Meeting adjourned 11:28 AM
Meeting Notes – March 11, 2016 10 AM to 11:30 AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Diana Balgas, Martin Castillio, Paul Carpenter, Sylvia Head, David Lopez, Helen Ly, Erik Pinlac, Dianne Woods, Meiling Wu

ABSENT
Mark Almeida, Katie Brown, Michele Hingst, Marguerite Hinrichs, Jennifer Luna, Valerie Machacek, Allison Richardson, John Wenzler

GUESTS
Lindsay McCrea

AGENDA
Motion to accept changes, vote approved.

MINUTES
No Changes vote approved. M/S/P

AGENDA ITEM

1. Approval of Agenda and Minutes
   - The committee voted to add ‘University Hour Survey Discussion’ after ‘University Hour 1 Pager’
   - Diana motion to approve, seconded by Martin.

2. Update from Associate Director- Semester Conversion
   - Lindsay informed the committee that there will be a SCSC meeting at 12pm today to further discuss the time modules of the course schedules
   - She informed the committee that Veronica Salvador would present a summary of phase II for the ‘Scope of Work’
   - Mitch will also be providing an update in the 12pm meeting about the 4 time modules that all committees are reviewing
   - President has signed off on GE SLOs
   - There have been three listening sessions regarding the GE overlays (Diversity, Social Justice, and Sustainability)
   - Diana mentioned that in transitioning to semester, the Student Success and Assessment Committee (SSAC) may review and recommend changes to academic probation policies that would minimize confusion as students advance in class standing
   - Lindsay requested for any additional feedback to the FAQ, which she had previously requested; she mentioned that all questions and comments should be emailed directly to her
   - A call has gone out for a co-Director for Semester Conversion (to replace Jason). This person will work with Eileen throughout the Spring quarter and will then become the sole Director after Spring quarter.

3. University Hour 1 Pager
   - Martin informed the committee why the 1 pager was created and how it provides detailed information to CSUEB students, faculty, and staff about the need and goals for the designated time block
   - Martin welcomed all feedback so that the final draft can be distributed to the entire committee
   - Diana shared that on February 26, 2016 an earlier draft was handed out to the Time Module Task Force, by Co-Director Barrett, for feedback
   - Lindsay was in favor of the idea of Task Force reviewing the document
   - Feedback received on the term “U-Hour” was shared:
     o calling it U-Hour may send a message of exclusion and not community focus
     o may appear to be only about the student individually and not the entire campus
     o may be helpful to ask on the survey if U-Hour would be an issue David did not feel that students thus far had an issue with the acronym U-Hour, as long as the official name is ‘University Hour’
   - Comments about the ‘1 Pager’: several committee members felt that it should be more student focused and the comments were captured by Lindsay and Martin for update
After the updates have been made to the 1 pager, it will be circulated to the committee members in the form of a Google doc.

The final draft of the University Hour 1 pager should be send to Mitch Watnik, Chair of the Time Module Task Force.

4. Survey for University Hour

- The survey should be provided as a ‘pulse survey,’ so that it can capture quickly the campus community’s (students, faculty, and staff) opinion on the proposed ‘University Hour’
- Co-Chairs will send survey draft to committee before publishing
- Blackboard was suggested as a source to distribute, so that students would need to participate prior to checking winter grades
- The time limit for completing the survey should be a week and inform the student of the voting percentages once submitted
- Each person voting should be restricted to one vote
- Survey launch date could be the first week of the spring quarter

5. Co-Curricular Transcript/Passport

- Motioned to table until next meeting
- Approved by David

6. Time Modules Tasks Force

- Meiling mentioned that the green colors were confusing and the models need a variety of colors to differentiate days/times
- Asked Mitch to provide the cons on each model along with the pros

7. Updates from CSU Counterparts

- No reports

8. Discussion Items for Next Meeting

- Survey review
- Diana will explore the pulse survey with Jeff Bliss
- 4/8/16 is the next meeting

Meeting adjourned 11:25 AM
Meeting Notes – April 8, 2016 10 AM to 11:30 AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Diana Balgas, Paul Carpenter, Sylvia Head, Marguerite Hinrichs, David Lopez, Christina Sanchez, John Wenzler

ABSENT
Mark Almeida, Katie Brown, Martin Castillo, Jennifer Luna, Helen Ly, Valerie Machacek, Erik Pinlac, Allison Richardson, Dianne Woods, Meiling Wu

GUESTS
Kenrick Ali, Laura Hansen, Lindsay McCrea

AGENDA
No Changes, Motion to accept agenda, vote approved. M/S/P

MINUTES
No changes vote, approved. M/S/P

AGENDA ITEM

1. Approval of Agenda and Minutes
   • Diana motion to approve, seconded by Paul.

2. Update from Associate Director Semester Conversion
   • Jeff Bliss will present communication plan at steering committee meeting today.
   • Michael Hedrick appointed to co-chair this term and will transition to director of steering committee.
   • 35 programs will be added to Curriculog by end of Spring Qtr. 2016. Manuel Saldanha inputting degree audits electronically as groundwork for semester curriculum.
   • PeopleSoft consultants to begin work on campus now that fit gap analysis is complete.
   • Administrative Support and Student Advising subcommittees will need to work closely together.
   • Lindsay will serve as Communication subcommittee chair.
   • Students will get an individual advisement plan (IAP) to understand courses to take.
   • Fin Aid, GE (incl. University requirements), and major program advisers will be involved.
   • GE course docs now on GE and Sem. Conversion sites.
   • Faculty now have access to overlays for student outcomes to include in proposals.
   • Freshmen GE Clusters and library coursework still being work on.
   • GE related questions should be directed to Nancy Thompson or Maureen Scharberg.
   • Visit Committee on Instruction and Curriculum (CIC) and GE subcommittee websites for minutes. Their meetings are open.

3. University Hour 1 Pager and Survey
   • Diana asked for feedback and suggestions; discussion followed that resulted in a trimmed down edited survey.
   • Edited survey rewrite was unanimously approved.
   • Diana wrote a referral to the Sem. Conversion Steering Committee requesting an endorsement to proceed with U-Hour Survey. Previous versions of the survey have been shared with the Time Modules Task Force, SA Leadership Team, and Exec. Sponsors – Julie Wong, Carolyn Nelson and Debbie Chaw.
   • Univ. Communications will launch the survey in mid April or early May.
   • Consider incentivizing survey responses to increase number of respondents.
   • David presented letter from CSU San Marcos endorsing their use of a University Hour.

4. Time Modules Task Force
   • Mitch Watnik, Chair of Time Modules Task Force, has presented the models to every academic senate subcommittee. Look forward to data from survey.

5. Updates from CSU Counterparts
   • No one signed up for April. Diana/Martin will solicit members to present at next two meetings.
6. Discussion Items for Next Meeting

- Diana will provide updates on U-Hour Survey progress and respondent data (if available).
- Paul asked whether there is a matrix of activities regarding campus events to track them as semester conversion approaches.
- Updates from CSU Counterparts.

7. BaySync Demonstration and Co-Curricular Transcript

- Kenrick Ali presented on BaySync and what it can do for co-curricular transcript.
- Software customized for depts. and orgs. to post updates.
- Participation at events/activities/meetings will log (via card swipe) to the students’ co-curricular portfolio. Student can add in employment, documents and recommendations. Can be shared with potential employers.
- Can be used as a central information location to apply for grad school. Can also add social media links and push out your BaySync info to the social media if you set it up.
- Since February 2016, BaySync has 2,200 users and 188 organization portals. Want to be the central location for activities and calendaring so that students can access it and RSVP.
- Capability to capture assessment data and feedback from activities.
- Departments wanting to setup BaySync may attend additional trainings in May, June and July. Contact Kenrick.
- Will be integrated with 25live for reserving spaces on campus.

8. Adjournment

Meeting adjourned 11:30 am
Meeting Notes – May 13, 2016 10 AM to 11:30 AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

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<th>PRESENT</th>
<th>Mark Almeida, Diana Balgas, Paul Carpenter, Martin Castillo, Michael Hedrick, Marguerite Hinrichs, Bill Irwin, David Lopez, Jennifer Luna, Helen Ly, Lindsay McCrea, Erik Pinlac, Dianne Rush Woods, Meiling Wu</th>
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<tr>
<td>ABSENT</td>
<td>Katie Brown, Sylvia Head, Valerie Machacek, Alison Richardson, Christina Sanchez, John Wenzler</td>
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<tr>
<td>GUESTS</td>
<td>Laura Hansen, Alicia Wilkinson</td>
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<td>AGENDA</td>
<td>No changes, approved by subcommittee members.</td>
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<td>MINUTES</td>
<td>No changes, approved by subcommittee members.</td>
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### AGENDA ITEM

1. Approval of Agenda and Minutes
   - Agenda and Minutes approved, with no changes

2. Update from Associate Director for Semester Conversion
   - Lindsay announced that curricular overlays are now pending approval by Academic Senate next week (incl. Writing and American institutions) for curriculum to be fully in place to complete learning outcomes for undergraduates.
   - University Hour update (see below)
   - Today is the deadline for curricular review program proposals. Steering committee meets today; agenda includes reports on U Hour and advising strategies/use of holds.
   - Summer tips document re faculty advising going out today; focused on summer only for advising students.
   - Castillo mentioned feedback at MPP training session that some management is unaware of semester conversion now occurring. Communication effort under way to notify new faculty/staff with a video and to be included in Orientation to instruct students about Semester Conversion. Encourages subcommittees to take the word back to their groups. Informational items should be included on agenda and meeting minutes. Julie Wong spearheading coordination of communications.
     - Flyers and FAQs on the Semester Conversion web site may be printed and distributed; Spanish language content now being developed. Web banner being distributed across CSUEB sites.

3. University Hour Survey Results
   - Results presented for U-hour Survey: 16,907 e-mails were sent and survey ran for 10 days in April. 2,882 responses were received, results-posted on subcommittee web site.
   - 54% were in favor of U-Hour and more than 50% voted in favor of noon timeslot. 24% were opposed to the U-Hour.
   - Next steps are to determine structure, scheduling, content and tracking in smaller group to bring back to larger group.
   - Discussions about how U-Hour may impact the academic scheduling, office hours, co-curricular programming, space utilization and opportunities for students to participate.
   - SHCS reported that physicians are 10- or 11-month employees.
   - RAW anticipating programming during January when Housing is open and classes not in session.
   - Two-week intersession during Winter Break on scheduled for service learning, field trips
   - Need for coordination so the timeslot is not over full and focus is lost.

4. University Hour Structure and Tracking
   - Castillo questioned if subcommittee should hold off discussion until Senate approves a time-module that may/may not allow for a U-hour. Members concurred.

5. Time Modules Task Force Updates
   - See Academic Senate web site for various time module models now being considered; final report in progress. Two of the three models have University Hour included; model 1 allows for a U-hour four days a week (1:45-2:45) and model 3 allows for a U-hour twice a week on Tuesdays and Thursdays (12:15-1:15). Model 2 has no University hour. Need to determine how many courses are 3 or 4 credits to proceed.
   - To be proposed to Ex. Comm. for final approval, likely in Fall 2016

6. Updates from CSU Counterparts
• Katie Brown absent; Jennifer Luna from Recreation and Wellness provided update instead.
• Make sure we change hire contracts.
• Question: How do we engage students who stay in housing during summer sessions?
• Looking at what’s working, what’s not. What co-curricular activities can be added to engage students: i.e., meditation, knitting, wellness activities, etc.
• Is there still discussion about an intersession during Winter break? Service learning type classes, field trips, etc.

7. Brainstorming: Anticipated Unit-Level Preparations Required for Semester Conversion and Which Ones Should be Tracked

- Committee will reset in Fall to focus on original charge
- Paul mentioned new advising system and ramifications to Semester Conversion
- How Sem. Conversion may shift workload, does it add to workload, how the overlap of Quarter and Semester systems will play out
- Summer 2018 might be used to address bottlenecks to graduation
- How BaySync fits into everything regarding communication
- Need for degree completion advising to bring students to graduation
- Communication subcommittee meets Monday and plays key role in coordinating; subcommittees need to report to them to keep them informed
- Dianne proposed a summit to bring the committees together and share questions, concerns, strategies and solutions, suggested possibly during Back to the Bay week
- Paul mentioned research as a high impact practice for student engagement - potentially for University Hour (for students and for faculty) - and how it relates to student success on our campus. Current mission statement doesn’t mention scholarship. (e.g., Cal Poly Pomona, entrepreneurship/innovation)
- How do we provide professional development, new faculty, so they are prepared to work with our student population
- How we serve students as co-curricular units, identify opportunities to transform and engage students
- Housing mentioned possible need for coordinated effort for recruiting students for a variety of competing needs/opportunities on campus (RAs, interns, peer mentors, etc.)

8. Athletics (added)

- Athletics impacted positively by Sem. Conversion regarding compliance
- Finals week scheduling
- Championship season, working around set schedules
- Getting students to graduate by Spring 2018 - Concern about Summer 2017 and 2018 to help students by providing Bridge courses
- Campus pride, activities, timing of signature events e.g., homecoming
- See 10-year calendar for planning purposes and key dates

9. Discussion Items for Future Meeting

- Shorter Summer Session and compressed Orientation scheduling
- A map or overview of where CCSS is at today, and steps/milestones that must occur by Fall 2018
- New opportunities, traditions, events and structures that can be created which Semester Conversion would permit
- Discuss with counterparts what is working and not working and bring information back to committee; sign up on Google Doc to share information

10. Adjournment

Meeting adjourned at 11:30 am.

CCSS meetings will resume in the Fall 2016 term. The meeting dates will be posted on the CCSS website when they are determined.