# Student Advising Subcommittee

## 2015-2016

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<tr>
<th>DATE</th>
<th>AGENDA</th>
<th>MINUTES</th>
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<tr>
<td>10/1/15</td>
<td>Agenda</td>
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<td>11/12/15</td>
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<td>12/10/15</td>
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<td>1/14/16</td>
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<td>2/11/16</td>
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<td>5/12/16</td>
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<td>Minutes</td>
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October 1, 2015

AE 143

Semester Conversion Advising Subcommittee

I. Introductions of Committee Members

II. Update from Semester Conversion Co-Chairs Eileen Barret and Jason Singley & The Student Pledge

III. A Draft Advising Timeline for 2015-16 and some key questions

IV. Improving Communications Between Faculty Advisors and Student Support Professionals

V. Piloting Individual Advising Plans with Graduate Programs: How to Begin the Process

VI. Next Meeting?

VII. For the Good of the Order
Advising Subcommittee Agenda
November 12, 2015 – 3:00-4:30 pm
AE 147

1. Approval of minutes from October meeting.
2. Update from Co-Directors (Eileen and Jason)
3. Update on Articulation (Kyle Burch)
4. Update on Degree Audit (Angela Schneider and Wendy Chen)
5. Working Backwards (Linda)
6. Advising Conversation: to hold or not to hold
7. Panel Discussion: Faculty Advising
Advising Subcommittee Agenda
January 14, 2016 – 3:00-4:30 pm
SF 127

1. Approval of Minutes from December meeting

2. Update from Co-Directors (Eileen and Jason)

3. Discussion of Advising Report from "Partnering For Student Success" (attached)

4. Discussion: student communication style

5. Adjournment

Next meeting February 11, 3:00 – 4:30, SF 127
Advising Subcommittee Agenda
February 11, 2016 – 3:00-4:30 pm
SF 127

1. Approval of Minutes from January meeting
2. Update from Co-Directors (Eileen and Jason)
3. Demo and Discussion: Individual Advising Plan
4. Announcements
5. Adjournment

Next meeting: March 10, 3:00 – 4:30, SF 127
Advising Subcommittee Agenda
April 14, 2016  3:00-4:00pm
SF 127

1. Approval of Minutes from February meeting
2. Update from Co-Directors (Eileen and Michael)
3. Announcements
4. Discussion of Academic Advising and Semester Conversion (Maureen)

Next meeting:  May 12, 3:00-4:00pm, SF 127
1. Approval of Minutes from April meeting

2. Announcements

3. Transitioning from AY 2015-2016 to AY 2016-2017 – focus for next year is on graduation

4. Approval of flyer for Semester Conversion & Academic Advising Information for Department Chairs

5. Faculty Advising Projects (Carl, Erica, Lan and Zanean)


Note: Next AY meetings will be scheduled soon—please hold Thursdays from 3-4pm open until we confirm dates and times—THANKS!
Meeting Notes – October 1, 2015 3:00-4:30 PM
Advising Subcommittee of Semester Conversion

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<tr>
<td>ABSENT</td>
<td>A. Byrns, E. Wildy</td>
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<td>GUESTS</td>
<td>None</td>
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<td>AGENDA</td>
<td>No Changes, Motion to accept agenda, vote approved. M/S/P</td>
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<td>MINUTES</td>
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<tr>
<td>1. Introduction of Committee Members</td>
<td>Linda Dobb, Co-Chair, welcomed committee members and talked about the wide range of areas coming together to help work on the advising process for the Semester Conversion. Committee members signed in, and introduced themselves.</td>
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<td>2. Update from Semester Conversion Co-Chairs</td>
<td>Eileen Barrett provided an overview of the entire Semester Conversion process, referred to the Semester Conversion web pages, and spoke specifically about the Student Pledge. She emphasized that the Pledge tells students what they can expect from us, but also what we expect from students if they plan to graduate in a reasonable time. She also spoke about the individual advising plans that will be generated for each students. Valerie Taniguchi expressed concern about the amount of advisor time this will take; Linda talked about the “experiment” we’ll try this year in EOP to alleviate some of that difficulty.</td>
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<td>3. Draft Advising Timeline</td>
<td>Linda asked everyone to look at the Proposed Advising Timeline (see attached). She talked about our intention of continuing the all-advisor meetings quarterly, to keep everyone up-to-date and on-target. She also talked about the importance of completing the DAR (including majors), and there was a small conversation about the current status of that process.</td>
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<td>4. Improving Communications Faculty Advisors and SSPs</td>
<td>There was a conversation about using software to make the advising process easier for faculty and staff, and a discussion of the importance of educating faculty about the EAB “Bay Advisor” software. Faculty on the Advising Subcommittee will be provided training on the use of the Bay Advisor.</td>
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5. Piloting Individual Advising Plans

Linda talked about the “experiment” being planned to hire an individual to work “behind the scenes” to put together paperwork for advisors to use when talking to students about graduation status. This speaks directly to Valerie’s earlier concern. The plan is to pilot the project in EOP this year, and then move to AACE next year.

6. Next Meetings

We agreed to meet monthly through this academic year. Thursday afternoons worked for most committee members. Larry agreed to reserve a meeting room at monthly intervals and provide a list of dates and times. Next meeting: Thursday, November 12th at 3:00 pm in AE 143.

At our next meeting, we will raise the issue of mandatory advising for students. Larry suggested that committee members might take a look at the CSU Fresno Advising web page to see the parameters of their mandatory advising process.

7. Adjournment

Meeting adjourned 4:20 PM.
# Meeting Notes – November 12, 2015 3 PM to 4:30 PM AE 143

**Student Advising Subcommittee of Semester Conversion**

**PRESENT**


**ABSENT**

Joanna Aguilar, Joana Chavez, Ilana Samuels, Deborah Sibley, Carl Stempel

**GUESTS**

Monica Abruzzo, Donna Wiley, Fanny Yeung, Kyle Burch

**AGENDA**

No Changes vote approved. M/S/P

**MINUTES**

No vote.

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<tr>
<td><strong>1. Approval of Minutes from October meeting</strong></td>
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<td>- Linda Dobb to send message about minutes to the committee. The committee will approve October minutes at the December meeting.</td>
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<td><strong>2. Update from Co-Directors</strong></td>
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<td>- Eileen Barrett discussed the semester conversion timeline with the committee. Also, discussed was the curriculum process and the curriculum review process at the college level. The goal is to have the curriculum all submitted by May 2016.</td>
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<td>- Donna Wiley discussed Curriculog is in its final stages. There are roughly 3,500 courses that will be changed. In the process of working with Angela and Manual on a feed from curriculog to PeopleSoft.</td>
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<td>- Town Hall meeting on semester conversion on November 19th at 10 am.</td>
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<td>- GE Subcommittee did put forward an overlay referral to Senate that was approved. The GE committee is also working on Learning Outcomes.</td>
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<td><strong>3. Update on Degree Audit</strong></td>
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<td>Presentation by Wendy Chen</td>
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<td>- Currently working on Quarter report.</td>
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<td>- The presentation was on the College of Business</td>
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<td>Degree Audit Covers</td>
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<td>- Native and transfer course</td>
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<td>- Contact information for questions</td>
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<td>- GE Requirements</td>
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<td>- Major requirements</td>
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<td>- Major GPA</td>
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<td>- The DAR is currently being used for GE. Currently pushing for use at the department level.</td>
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<td>- Students will see full report once it has been approved by department.</td>
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<td>- Even though the DAR is fully functioning students should not self-advice, but seek advising help.</td>
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<td>- The committee discussed the timeline and will it be ready for</td>
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4. Update on Articulation

**Presentation by Kyle Burch**

- Explained what articulation is and the interest of the department.
- Discussed Senate BILL 1440
- Department was asked to review PeopleSoft and the transfer model credits to make sure they are updated and correct. The department went back 10 years. They covered lower division classes only to make sure those are comparable.
- The department will not have to review course once semesters starts. The articulation process is a part of the course form on curriculog.
- Explained assist.org and that it houses all the articulation agreements for lower division.
- There were some concerns on articulation for the overlays.
  - Some schools do. Discussion on whether or not articulation can be used.
  - Action Item: Check with Dr. Thompson about articulation of overlays.
- Linda Dobb wants to rely on PeopleSoft to help students.
- Discussion on the TES database. The database is used for upper division course articulation.
  - Those that need or want access to have their supervisor send Kyle an email and he will give access to database.
  - Larry Bliss and Kyle Burch to work on a possible training of the TES database for the committee.

5. Working Backwards

- The goal is to meet with every student between Winter 17 and Fall 2018.
- The committee discussed various timelines and calendars for semester conversion.
- The committee discussed what would happen if the curriculum is not ready by June 2017. The DAR will be built as programs are finished with curriculum.
- Discussion of the EAB tool and targeting students to graduate early. The push is for students with 90 units or more. Also a possible presentation at the next meeting on EAB.

6. Advising Holds: To Hold or Not to Hold

- Discussion of putting a hold on student who do not come to advising. Topics included:
  - Holds have a negative impact on students
  - There could be a notification to student in the fall 2016 about a hold being placed in April 2017. That way students have time to seek advising and have it removed.
  - Not placing a hold but a hold warning to students.
  - Possibility of sending out IAPs to every student to avoid placing holds. There will be an IAP discussion in Feb.
  - If students have to see two different advisors, who takes off the holds and how do you know a student actually went to both places. The comment feature can be used to help this issue.
  - Possibility of written information in the holds box.

7. Panel Discussion: Faculty Advising

**Question and Answer Section with Faculty Advisors on the Committee.**

- How many students do you see a quarter?
  - 20-30
  - Maybe 1
  - Face to face approximately 10
- Do you see them mostly about the major requirements?
- Sometimes about the degree field.
- Students ask about electives
- CEB has two centers for advising to help students.

- How many faculty advise students?
  - All faculty advise students.
- When do you see students?
  - It depends.
  - Some faculty have an open door policy for students.
  - Sometimes during office hours.
- Do you take notes on the students you see?
  - No, Not really.
- What do you do if you feel a student is in academic trouble?
  - Sometimes you ask the student.
  - Sometimes students come to faculty for help.
- Would your colleagues benefit from working more closely with AACE, Excel and EOP?
  - Yes.
- How can we create more synergy between the major and GE advising?
  - Students sometimes have to see many advisors based on their interest.
  - A possible pamphlet for students about advising services.

### 8. Next Meeting and Adjournment

Meeting adjourned

Meeting adjourned. Next meeting scheduled for December 10 in same location.
Meeting Notes – December 10, 2015 3 PM to 4:30 PM SF 127
Student Advising Subcommittee of Semester Conversion

| PRESENT | Joanna Aguilar, Jennifer Aure, Larry Bliss, Angela Byrns, Wendy Chen, Shannon Coskran, Linda Dobb, Alta Forternberry, Pablo Garnica, Michele Hingst, Janeesha Jones, David Lopez, ZaNean McClain, Garrett Moriguchi, Karen Mucci, Diane Peterson, Ilana Samuels, Jason Singley, Carl Stempel, Valerie Taniguchi, Erica Wildy, Denise Wong, Michelle Xiong |
| ABSENT | Eileen Barrett, Linda Beebe, Joana Chavez, My-Lan Huynh, Rhonda Johnson, Deborah Sibley, Lan Wu, |
| GUESTS | George Hanna, Kristen Paule, Angela Schneider |
| AGENDA | No Changes vote approved. M/S/P |
| MINUTES | No Changes vote approved. M/S/P |

### AGENDA ITEM

#### 1. Approval of Minutes

- Minutes approved from October
- Minutes approved from November

#### 2. EAB Presentation

Presentation topics included:
- What is Bay Advisor?
  - Pulls 10 years of data on students.
- How does it work?
  - Uses courses and grades to predict student success.
  - GPA does count over time.
- What does the data mean?
  - Committee looked at a high risk student.
- What is the purpose of Bay advisor?
- How is it helpful?
  - You can set filter and set students on a watch list.
  - Useful as a tool to reach out to students.
  - It updates daily.
  - There is a student view option.
- Why should I use Bay Advisor?
  - It is a helpful to have as an overlapping tool for advising.
  - Maintains high academics.
  - Help identify at risk students.
- Tracking and Running Campaigns (outreach)
  - Can create targeted campaigns
  - The committee was shown an example of a campaign and a worklist.
- How has CSU EB implemented it this far?
  - The system works best when everyone is involved.
  - Allows for the tracking of notes.
  - Want to encourage all faculty to use EAB.
- Committee shown campaigns run by CBE, AACE, and CLASS.
- How can it be useful for Semester Conversion?
  - It can identify students with high units.
  - Students that need to petition for more units.
  - Identify students needing an IAP.
  - At risk students.
  - Students with broken enrollment.
• All members of the committee that want to have EAB training can contact Larry Bliss for access.
• Committee discussed how to contact students once a list was generated.
  - Export to Google drive then use mail merge.
• Next steps for EAB:
  - EAB’s parent company has purchased GradesFirst.
  - In the next 5 months EAB will be incorporating some of the GradesFirst software. New features will include: mass email, texting to students, making appointments.

3. Continued discussion of warning versus hold for advising appointments
• The committee is considering using warnings instead of holds on students.

4. Sample of individual advisement plan
• Not covered in this meeting.

5. Student Panel on experiences with advising
Questions and Answers from student panel
• How valuable is email?
  - For freshman, not at all.
  - Many student use personal email to communicate.
  - In the second quarter of my freshman year, I began to using my East Bay email.
    ▪ Start a campaign to get students to use email.
    ▪ Angela Schneider: has the ability to send text to students and wants to know if that would help? Yes, students will respond to text more than email.
    ▪ Important to reach students.
• How often do you check blackboard compared to mycsueb.com?
  - I have the app so I don’t check blackboard every day.
  - I don’t check mycsueb unless I’m looking for my grades or paying for fees.
  - One student was unaware of the CSU EB app.
    ▪ Angela Schneider is interested in the university app versus the blackboard app.
    ▪ Committee discussed using apps versus emails. There shouldn’t be just one method. There are also concerns over if students can afford the features on the phones that are necessary to access the app.
• What has been your advising experience?
  - One student went to AACE twice and the major advisor one. Used road map to keep on track.
  - At a pervious school, in order to get permission codes students had to go to advisors.
  - EOP student, didn’t get a chance to visit AACE advisor. This student didn’t have a good experience with AACE, so decided to just stick with EOP advisor.
• Do students know about semester conversion?
  - Yes because students are scared.
• Are there concerns about financial aid?
  - It is a worry for some students. Students feel they are in the dark about financial aid.
  - One student suggested more advising in financial aid for students.
  - Students have concerns over the new October filing dates.
  - Financial aid advising could be incorporated into AACE.
• Are there concerns over not getting into classes students need?
  - Yes.
• Should the max units a student can take be lifted?
  - It should be a case by case basis.
  - Could use EAB to show what student could handle a heavier load.
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<th>What would you want advisors to know?</th>
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<td>• That students in general are confused about this time in life.</td>
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<td>• Students want to feel understood and have advisors take the time to get to know the student.</td>
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<td>• Possibly one on one advising.</td>
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<td>How do you suggest we bridge the gap between AACE and major advisors?</td>
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<td>• AACE having department roadmaps.</td>
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<td>What do you want from advisors?</td>
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<td>• Individual plans that include units and terms, back up classes, email copies of the plan, and also having the plan on a shared drive.</td>
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6. Adjournment

Meeting adjourned | Meeting adjourned 4:18 (Next Meeting January 14, 2016)
Meeting Notes – January 14, 2016 • 3:00 – 4:30 p.m., SF 127  
Student Advising Subcommittee of Semester Conversion Project

Guests: Eileen Barrett, Karen Mucci

Agenda

No changes. Vote approved. M/S/P

Approval of Minutes

No changes. Minutes approved from December.

Semester Conversion Report

Eileen Barrett briefly reviewed where the process is going. She indicated that the next team meeting will be on Friday, and is open to the public. She also talked about the GE discussion that took place at the recent Academic Senate meeting, which led to a larger conversation about where the General Education program will be headed. Questions were raised regarding “double counting” courses, articulation with community colleges, and overlays with the ILOs. It’s clear that there is much interest in how this process will play out, and Eileen reminded everyone that the Academic Senate meetings where these conversations are taking place are also open to the public. Larry talked about the GE Subcommittee’s conversations about the overlays, and reinforced that these meetings, too, are open to the public.

Advising Report: “Partnering for Student Success”

Larry Bliss reviewed the background and process for creating the “Partnering for Student Success” draft report, and encouraged a conversation about the academic advising portion of the report (which was included with the agenda for this meeting). A brief conversation followed, regarding getting faculty more involved in academic advising and the process of taking advising notes. This led to a more robust conversation about the “Bay Advisor,” which was shown to the group at the December meeting. Carl Stempel talked about having completed the training modules for the Bay Advisor, and several committee members talked about the various ways in which they use the Bay Advisor for their advising processes.

Student Communication Style

Because Linda Dobb was unable to attend this meeting, we agreed to postpone this conversation until the next meeting.
Schedule Planner Software Application

Because there was time left at the end of the meeting, Larry Bliss talked about the new “Schedule Planner” software that will be available to students beginning on February 8th. It will allow them to list courses they would like to take, time parameters for when they can and cannot take classes, and then the software will interact with PeopleSoft to develop as many possible schedules as exist for classes with seats available. (Because the wireless system in the meeting room was not working properly, we were unable to see a demo of this software.)

Adjournment

Meeting adjourned at 4:15 p.m. Larry Bliss announced that we are working on obtaining a demo of the “Individualized Advisement Plan” used by the Bakersfield campus for our next meeting, which is scheduled for Thursday, February 11th, 3:00 – 4:30 p.m., SF 127.
Meeting Notes – February 11, 2016 • 3:00 – 4:30 p.m., SF 127
Student Advising Subcommittee of Semester Conversion Project

Guests: Eileen Barrett, Glen Perry, Manuel Saldanha, Veronica Salvador, Donna Wiley, Tammy Bradley (ERP), Jessica Owens (ERP)

Agenda
No changes. Vote approved. M/S/P

Approval of Minutes
No changes. Minutes approved from January.

Course Scheduler Report
Larry Bliss talked about the availability of the new Course Scheduler software for students. Access is available to all students and advisors through the students’ MyCSUEB pages. The software allows students to list courses they’re interested in taking, and also times that they are unable to take courses; the software discerns schedules that students can review and then move to their “checkout” station for registration. Larry provided copies of a flyer announcing Course Scheduler and a lengthier set of directions, and agreed to send electronic copies to committee members.

Demo: Individual Advising Plans
Tammy Bradley and Jessica Owens from ERP provided a detailed demonstration of the Bakersfield model of the Individual Advising Plan. There were lots of questions about details, as well as spirited conversation about how this might work for students. It turns out that this model is actually a module in PeopleSoft that is currently turned “off” at East Bay. Larry Bliss agreed to contact Glen Perry about making that module available as a “sandbox” to allow advisors and interested faculty to actually work with the design before going “live.”

As part of this conversation, Valerie Taniguchi asked about giving transitional students priority registration. Linda Dobb agreed to forward that request to Mitch Watnik, Chair of the Academic Senate CIC committee.

Adjournment
Meeting adjourned at 4:15 p.m. Linda Dobb announced that Maureen Scharberg, the new Dean of Undergraduate Studies, will attend the next meeting, which is scheduled for Thursday, March 10th, 3:00 – 4:30 p.m., SF 127.
Meeting Notes – April 14, 2016 • 3:00 – 4:00 p.m., SF 127
Student Advising Subcommittee of Semester Conversion Project


Agenda
Donna Wiley suggested adding another update item to introduce Maureen Scharberg, the new East Bay Dean of Undergraduate Studies. M/S/C
Agenda was approved as amended. M/S/P

Approval of Minutes
No changes. Minutes were approved from March meeting. M/S/P

Update: Intro of new Dean
Maureen Scharberg was introduced to the group as the new Dean of Undergraduate Studies. She comes to East Bay from San Jose State. Short discussion followed regarding primary responsibilities of the position, including co-chair of this committee.

Update: Semester Conversion
Eileen Barrett announced that Mike Hedrick is the new co-director. At the end of the Spring quarter, Eileen will step down, and Mike will continue as director, with Lindsay McCrea as associate director. The university is moving forward with the approval process for courses; the deadline for faculty to submit course information is May 13. The learning outcomes for the overlays have been approved by the CIC, and will go to the Academic Senate on April 19. The university will be adopting a “stretch” program in English, like San Francisco State. This will allow those with remedial needs to take a course for credit, moving them more quickly toward graduation. Faculty and staff should watch for a survey coming soon regarding development of a “University Hour.” Materials regarding Semester Conversion will be handed out at Welcome Day, although there will be no specific Semester Conversion table at the event.

Announcement: Thank you Linda
Since Maureen Scharberg will be taking over as co-chair of this committee with Larry Bliss, Linda Dobb announced that she will be leaving the group. She was thanked for her significant efforts in moving advising forward and for her continuing concern for student success.

Discussion of Academic Advising and Semester Conversion
Maureen Scharberg started the conversation by suggesting that we have to work hard to graduate as many students as possible as quickly as possible to reduce
the impact of semester conversion. She asked for thoughts on how we do this, and what tools we need to make this happen.

Erica Wildy wondered if all faculty are prepared to actually do academic advising, or to be able to use tools like EAB (“The Bay Advisor”).
Ilana Samuels wondered if non-advisors can get access, and be able to use EAB to keep track of the progress of their own work-study students.
Diane Peterson said that advising would be much easier and more valuable to students if we could plan course offerings further in advance. Denise Wong said that the College of Science has a list that’s updated annually that indicates which courses will be offered each quarter for the following academic year.
Valerie Taniguchi asked if some forms, such as the major change form, can be made available to students on-line, to eliminate running all over the campus. Karen Mucci said that our version of PeopleSoft does not include that option … but we’re working on it.
Valerie Taniguchi also asked what we plan to do about bottleneck classes as we move into semester conversion. Some departments, such as Psychology and Kinesiology don’t make it easy for their students to get the classes they need to graduate. The President, she suggested, needs to tell departments to allow substitutions. Alta Fortenberry agreed, saying that some classes have 50+ on their wait-list every quarter. Shannon Coskran added that some departments limit the size of their wait lists.
Valerie Taniguchi also suggested that it should be easier for students to find and use the CSU Coursematch program. Others agreed that it is very difficult to find, and very difficult to actually use.
Lan Wu said that we should have better “breadcrumbs” on how to find and how to use information and software. It was agreed that this is a big issue that needs to be addressed.
Someone mentioned that San Diego State has a great Quarters-to-Semesters GPA calculator on their web site. Larry Bliss agreed to try to find it and “borrow” it for our use.

**Adjournment**

The meeting was adjourned at 4:00 p.m. It was announced that our May meeting will be the final meeting of the academic year. That meeting is scheduled for Thursday, May 12th, 3:00 – 4:00 in SF 127.
### Meeting Notes – May 12, 2016, 3:00pm to 4:30pm SF 127
Student Advising Subcommittee of Semester Conversion

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<tr>
<th>PRESENT</th>
<th>Jennifer Aure, Linda Beebe, Angela Byrns, Jillian Gellerman, Zanean McClain, Lindsay McCrea, Garrett Moriguchi, Diane Petersen, Maureen Scharberg, Carl Stempel, Valerie Taniguchi, Ericah Wildy, Lan Wu, Michelle Xiong</th>
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<td>MINUTES</td>
<td>No Changes. Minutes approved for April 14, 2016 meeting</td>
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### AGENDA ITEM

#### 1 Updates – Announcements

- Introducing Alicia Wilkins, the new Semester Conversion Administrative Support Coordinator who will be taking minutes for the meeting moving forward.
- **Discussed possibility of placing Registration Holds**
  
  In transitioning from this academic year to the next academic year, the focus will be on academic advising with graduating as many eligible students as possible.

  - Maureen went over statistics for regular students for Spring 2016 who have not taken WST w/comments from committee members on results.
  - Maureen advocating for transfer students to take WST before they matriculate to CSUEB
  - Also advocating for placing holds from students registering unless WST is completed by a certain number of units.
  - Suggest using messaging through MyCSUEB to communicate with students regarding this (messaging will need to be turned on first, before holds can be placed).
  - Placing holds on students may seriously need to be considered in order to get students attention
  - Maureen stated there can be different types of holds. Members expressed a few concerns about the holds as negative service indicators – especially how we communicate with students

#### 2. Semester Conversion Information for Department Chairs

- Discussed "Semester Conversion & Academic Advising Information for Department Chairs" handout and made minor changes per feedback from the committee members. Changed language under the Academic Advising Information section of this handout on bullets 2, 3 and 4. Will bring draft of changes to the Semester Conversion Steering Committee Meeting on May 13, 2016.

  - Lindsay stated that tomorrow, May 13, 2016 is the deadline for all curriculum to be handed in by faculty. She also mentioned concerns of some of the faculty regarding enrollment, management, etc. She noted that it was important to make sure, from an advising standpoint that students pass classes, so they will not have to repeat them on the semester system.
3. Questions/concerns from Committee Members

As an advisor, how will I advise my students about the semester conversion?

- Maureen responded by saying that advisors should give students a 2-year plan for 6 quarters and make sure to check in every quarter with them to see that they are on track.

- Lindsay commented that the Student Pledge is very clear on how students should move forward with the conversion.

- What about departments that don’t have a chair for the summer?

- Lindsay responded that was the reason for sending out the “Semester Conversion & Academic Advising Information for Department Chairs” handout so that chairs will have these guidelines.

- When will details be given?

- Lindsay responded that the plan was to use a sandbox approach using the Sociology program. DAR to be completed by December. Maureen has backup plan.

- Maureen and Lindsay discussed Road Maps.

4. Faculty Advising Projects

- Carl: Working on developing scripts for faculty to work with on Bay Advisor

- Erica: Looking at patterns of students to look out for and address

- Lan: Working with Jennifer to figure out which tools will be more effective for College of Business. Will come up with paper to advocate for students dealing with the conversion

- Zanean: Talking with Angela about college success center. Find out what is going on with College of Education and Applied Sciences in terms of advising on semester conversion.

Meeting adjourned

Meeting adjourned at 4:15pm. Members agreed to have standing meetings every two weeks for the AY 2016-17