### Semester Conversion Steering Committee

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<tr>
<th>DATE</th>
<th>AGENDA</th>
<th>MINUTES</th>
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<tr>
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Semester Conversion Steering Committee  
1/9/2015  
10:00 – 12:00  
SA 4600A

Steering Committee Members: Diana Balgas, Eileen Barrett, Luz Calvo, Linda Dobb, Julie Glass, Michael Hedrick, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods.

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>10:00 a.m. –</td>
<td>Welcome/Introductions/Logistics</td>
<td>Singley/Barrett</td>
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<tr>
<td>10:15 a.m.</td>
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<tr>
<td>10:15 a.m. –</td>
<td>Overview of Committee Resources</td>
<td>Barrett</td>
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<td>Principles and Guidelines</td>
<td>Barrett</td>
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<td>10:45 a.m. –</td>
<td>Timeline</td>
<td>Singley</td>
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<tr>
<td>11:30 a.m.</td>
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<tr>
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<td>Committee Structure</td>
<td>Singley</td>
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<tr>
<td>12:00 p.m.</td>
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### Semester Conversion Steering Committee

1/23/2015  
12:00 -2:00 PM  
Bay View Room New University Union

**Steering Committee Members:** Thamer Alhatahal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove Linda Dobb, Hendrix Erhanon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods.

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Chair(s)</th>
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<tbody>
<tr>
<td>12 p.m. –</td>
<td>Approval of Agenda</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:10 p.m.</td>
<td>Approval of Minutes</td>
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<tr>
<td>12:10 p.m. –</td>
<td>Report of the Co-Directors</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:20 p.m.</td>
<td>Report of the Associate Director</td>
<td>McCrea</td>
</tr>
<tr>
<td>12:20 p.m. –</td>
<td>Report of the Project Manager</td>
<td>Perry</td>
</tr>
<tr>
<td>12:30 p.m. –</td>
<td>Report of the Committees</td>
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</tr>
<tr>
<td>12:30 p.m.</td>
<td>ASI</td>
<td></td>
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<tr>
<td>12:30 p.m.</td>
<td>CAPR</td>
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<tr>
<td>12:30 p.m.</td>
<td>CIC</td>
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<tr>
<td>12:30 p.m.</td>
<td>Ex Com</td>
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<tr>
<td>12:30 p.m.</td>
<td>FAC</td>
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<tr>
<td>12:30 p.m.</td>
<td>GE Subcommittee</td>
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<tr>
<td>12:40 p.m. –</td>
<td>FAC Report: Calendar</td>
<td>Moon</td>
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<tr>
<td>1:10 p.m.</td>
<td>GE Report: Forums</td>
<td>Glass</td>
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<tr>
<td>1:10 p.m. –</td>
<td>Open Discussion</td>
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<td>Time</td>
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<td>1:25 p.m. –</td>
<td>Formation of Subcommittees</td>
<td>Singley/Barrett</td>
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<td>1:45 p.m.</td>
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<td></td>
<td>Budget Update</td>
<td>Singley</td>
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<td>1:55 p.m.</td>
<td>Adjournment</td>
<td>Singley/Barrett</td>
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<td>2:00 p.m.</td>
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### Semester Conversion Steering Committee
2/6/2015  
12:00 -2:00 PM  
University Union 102

**Steering Committee Members:** Thamer Alhatahal, Diana Balgas, Eileen Barrett, Luz Calvo, Linda Dobb, Hendrix Erhanon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods.

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<td></td>
<td>Approval of Minutes</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:10</td>
<td>Reports of the Co-Directors</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:20</td>
<td>Report of the Associate Director</td>
<td>McCrea/Perry</td>
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<tr>
<td></td>
<td>Report of the Project Manager</td>
<td>McCrea/Perry</td>
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<tr>
<td>12:30</td>
<td>Report of ExCom &amp; Senate Standing Committees</td>
<td>Hedrick/ Glass/Moon/Watnik</td>
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<tr>
<td></td>
<td>GE subcommittee</td>
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<td></td>
<td>FAC</td>
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<td>CIC</td>
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<td></td>
<td>Items of Business</td>
<td>Singley/Barrett</td>
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<td>Subcommittee Structure</td>
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<td>1:00</td>
<td>Preliminary Budget</td>
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<tr>
<td>1:30</td>
<td>Working Groups: Student Pledge, Framework, Questions &amp; Answers</td>
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<tr>
<td>2pm</td>
<td>Adjournment</td>
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Semester Conversion Steering Committee
3/6/2015  
12:00 -2:00 PM  
University Union 102

Steering Committee Members: Thamer Alhatahal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhanon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods.

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<td>12:10 p.m.</td>
<td>Approval of Minutes</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:10 p.m. –</td>
<td>Report of the Co-Directors</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:20 p.m. –</td>
<td>Report of the Associate Director and Project Manager</td>
<td>McCrea/Perry</td>
</tr>
<tr>
<td>12:25 p.m. –</td>
<td>Report of Affiliated Senate and Student Committees</td>
<td>Alhatahal/Hedrick, Hedrick, Calvo, Watnik, Glass, Moon, McClain</td>
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<td>12:25 p.m. –</td>
<td>ASI, ExCom, CAPR, CIC, GE, FAC, FDEC</td>
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<td>12:45 p.m. –</td>
<td>Working Sessions:</td>
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<tr>
<td>1:45 p.m.</td>
<td>Formation and Charges for Subcommittees Questions &amp; Answers</td>
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<tr>
<td>1:45 p.m. –</td>
<td>Communication/Announcements</td>
<td>All</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Adjournment</td>
<td>Singley/Barrett</td>
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## Semester Conversion Steering Committee

### 3/20/2015

12:00 - 2:00 PM  
University Union 102

### Steering Committee Members:
- Thamer Alhatahal
- Diana Balgas
- Eileen Barrett
- Luz Calvo
- Vicki Cosgrove
- Linda Dobb
- Hendrix Erhanon
- Julie Glass
- Michael Hedrick
- Xinjian Lu
- ZaNean McClain
- Lindsay McCrea
- Michael Moon
- Sally Murphy
- Sue Opp
- Glen Perry
- Jason Singley
- Mitch Watnik
- Dianne Woods

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<td>Singley/Barrett</td>
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<tr>
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<td>Report of the Co-Directors</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:20 p.m. –</td>
<td>Report of the Associate Director</td>
<td>McCrea</td>
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<tr>
<td>12:20 p.m. –</td>
<td>Report of the Project Manager</td>
<td>Perry</td>
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<tr>
<td>12:25 p.m. –</td>
<td>Report of the Committees</td>
<td>McCrea</td>
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<td>12:35 p.m.</td>
<td>ASI</td>
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<td>12:35 p.m.</td>
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<td>12:35 p.m.</td>
<td>CIC</td>
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<td>12:35 p.m.</td>
<td>Ex Com</td>
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<td>12:35 p.m.</td>
<td>FDEC</td>
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<td>12:35 p.m.</td>
<td>GE Subcommittee</td>
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<tr>
<td>12:35 p.m. –</td>
<td>FAC Report: Calendar</td>
<td>Moon</td>
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<td>12:55 p.m.</td>
<td>Department Curriculum Budget</td>
<td>Singley</td>
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<td>1:25 p.m. –</td>
<td>Subcommittee Charges</td>
<td>Singley/Barrett</td>
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<td>Time</td>
<td>Event</td>
<td>Location</td>
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Semester Conversion Steering Committee
4/3/2015
12:00 -2:00 PM
University Union 102

Steering Committee Members: Thamer Alhatahal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhanon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods

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<tr>
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<td>12:10 p.m.</td>
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<td>Report of the Co-Directors</td>
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<td>12:20 p.m.-</td>
<td>Report of the Associate Director</td>
<td>McCrea</td>
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<td>12:25 p.m.</td>
<td>Report of the Project Manager</td>
<td>Perry</td>
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<td>12:25 p.m. -</td>
<td>Report of the Committees</td>
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<td>12:35 p.m.</td>
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<td>12:35 p.m.</td>
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<td>12:35 p.m.</td>
<td>FDEC</td>
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<td>GE Subcommittee</td>
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<tr>
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<td>Subcommittee Charges</td>
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<td>1:05 p.m.-</td>
<td>Question &amp; Answers Working Session</td>
<td>Barrett</td>
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<tr>
<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Singley/Barrett</td>
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**Semester Conversion Steering Committee**

4/17/2015  
12:00 -2:00 PM  
SA 4350  

**Steering Committee Members:** Thamer Alhatahal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhanon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods

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<tr>
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<td>Approval of Minutes</td>
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<tr>
<td>12:10 p.m. –</td>
<td>Report of the Co-Directors</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:20 p.m.</td>
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<tr>
<td>12:20 p.m. –</td>
<td>Report of the Associate Director</td>
<td>McCrea</td>
</tr>
<tr>
<td>12:25 p.m.</td>
<td>Report of the Project Manager</td>
<td>Perry</td>
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<tr>
<td>12:25 p.m. –</td>
<td>Report of the Committees</td>
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<td>12:35 p.m.</td>
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<td>12:35 p.m. –</td>
<td>CAPR</td>
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<td>12:35 p.m.</td>
<td>CIC</td>
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<tr>
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<td>Ex Com</td>
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<td>12:35 p.m.</td>
<td>FDEC</td>
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<tr>
<td>12:35 p.m. –</td>
<td>Question &amp; Answers Working Session:</td>
<td>Barrett</td>
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<tr>
<td>1:00 p.m.</td>
<td>Students &amp; Staff</td>
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<td>1:00 p.m. –</td>
<td>GE Subcommittee Presentation</td>
<td>Glass</td>
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<td>Communication/Announcements</td>
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<tr>
<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Singley/Barrett</td>
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Semester Conversion Steering Committee
5/1/2015
12:00 - 2:00 PM
University Union 102
Steering Committee Members: Thamer Alhatahal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhanon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods

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<tr>
<td>12 p.m. – 12:10 p.m.</td>
<td>Approval of Agenda</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:10 p.m. – 12:20 p.m.</td>
<td>Report of the Co-Directors</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:20 p.m. – 12:25 p.m.</td>
<td>Report of the Associate Director</td>
<td>McCrea</td>
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<tr>
<td>12:25 p.m. – 12:35 p.m.</td>
<td>Report of the Project Manager</td>
<td>Perry</td>
</tr>
<tr>
<td>12:35 p.m. – 12:40 p.m.</td>
<td>Report of the Committees</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:40 p.m. – 1:00 p.m.</td>
<td>Convening of the SC Subcommittees</td>
<td>Singley/Barrett</td>
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<tr>
<td>1:00 p.m. – 2:00 p.m.</td>
<td>Question &amp; Answers Working Session: Staff</td>
<td>Barrett</td>
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<tr>
<td>2:00 p.m.</td>
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Semester Conversion Steering Committee
5/15/2015
12:00 - 2:00 PM
Bay View Room New Student Union

**Steering Committee Members:** Thamer Alhatahal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhanon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods

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<td>12:25 p.m. –</td>
<td>Report of the Project Manager</td>
<td>Perry</td>
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<tr>
<td>12:25 p.m. –</td>
<td>Report of the Committees</td>
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<tr>
<td>12:45 p.m. –</td>
<td>Update on Curriculog</td>
<td>Wiley</td>
</tr>
<tr>
<td>12:55 p.m. –</td>
<td>Timeline and Plan</td>
<td>Singley</td>
</tr>
<tr>
<td>1:25 p.m. –</td>
<td>Question &amp; Answers Working Session:</td>
<td>Barrett</td>
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<tr>
<td>1:55 p.m. –</td>
<td>Staff</td>
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<tr>
<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Singley/Barrett</td>
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Semester Conversion Steering Committee
5/29/2015
12:00 -2:00 PM
University Union 102

Steering Committee Members: Thamer Alhatahal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove
Linda Dobb, Hendrix Erhanon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea,
Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 p.m. – 12:10 p.m.</td>
<td>Approval of Agenda</td>
<td>Singley/Barrett</td>
</tr>
<tr>
<td>12:10 p.m. – 12:30 p.m.</td>
<td>Question &amp; Answers Working Session: Staff</td>
<td>Barrett</td>
</tr>
<tr>
<td>12:30 p.m. – 12:40 p.m.</td>
<td>Report of the Co-Directors</td>
<td>Singley/Barrett</td>
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<tr>
<td>12:40 p.m. – 12:45 p.m.</td>
<td>Report of the Associate Director</td>
<td>McCrea</td>
</tr>
<tr>
<td>1:05 p.m. – 1:05 p.m.</td>
<td>Report of the Committees</td>
<td>Perry</td>
</tr>
<tr>
<td>1:05 p.m. – 1:25 p.m.</td>
<td>Report on Department Budget Proposals and Implementation Plans</td>
<td>Singley</td>
</tr>
<tr>
<td>1:25 p.m. – 1:55 p.m.</td>
<td>Plan for Next Year</td>
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<tr>
<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Singley/Barrett</td>
</tr>
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Meeting Minutes – January 9, 2015 10-12 NOON; SA4600A
Semester Conversion Steering Committee

PRESENT
Diane Balgas, Eileen Barrett, Luz Calvo, Linda Dobb, Julie Glass, Michael Hedrick, Xinjian Lu, Lindsay McCrea, Michael Moon, Sally Murphy, Susan Opp, Glen Perry, Jason Singley, Mitch Watnik

ABSENT
Dianne Woods

GUESTS
Mark Karplus, Maureen Loughran, Donna Wiley

AGENDA ITEM
Meeting called to order at 10:04 am by Singley and Barrett

1. Welcome/Introductions/Logistics

Members and guests introduced themselves.
Meeting schedule is every two weeks on Friday. In order to facilitate all members attending, meeting time needs to be moved to the afternoon. Group consensus to move the meeting time to Fridays 12-2. Directors agreed to create Google calendar meeting announcements once a room has been confirmed.
Agendas and minutes soon will be posted regularly on Semester Conversion website.
Faculty SC members to receive 4 WTU release time for both Winter and Spring Quarters. Encourage release time, as the SC wants members time. If release not possible, stipend is. Forms are available to request release/stipend. Send email to Singley with your proposed plan, who will help with filling out paperwork.
The purpose of today’s somewhat informal meeting is for introducing members, providing resource materials about conversion, and discussing some of the pressing issues. Thus we will not use Roberts Rules, unless they are requested. For future meetings, please submit agenda items to Singley.

Barrett informed group that the semester conversion project is co-sponsored by Provost James Houpis and VP Brad Wells. Brad Wells appointed AVP Glen Perry to serve full-time on the project, and thus the directors and Glen have agreed that his title will be Project Manager.
Directors impressed with CSU Pomona model where the SC director has worked collaboratively with a Project Manager whose position on their campus is similar to Glen’s position on our campus.

CONCLUSIONS
Meeting will take place every two weeks on Fridays 12-2 PM.

2. Overview of Committee Resources

Barrett reviewed the SC Resource binder (distributed to all SC members).
SCSC Membership: The list includes members to date. Still awaiting the names of the FDEC rep and two student reps.
Students interested and willing to serve on the committee are encouraged to work through ASI. Compensation of $500 per quarter will be paid to student reps.
Site Materials:
CSU Bakersfield: Timeline F 2016: Q2S Conversion Packet
Cal State LA: Vision Statement on Conversion and Conversion Plus, Committee Structure, Work Plans and Instructions; Conference call with
**DISCUSSION**

Wiley, Opp suggested and Murphy seconded inclusion of Staff voice on the SC. Names were suggested by several members (Evelia Jimenez, Charlene Lebastchi, Wanda Washington). Administrative or departmental staff member? Concern about workload. McCrea suggested that there will several subcommittees where staff will have opportunity to serve with compensation.

Murphy suggests 2 UG Student Members; Concern about the TAs so should one member be a Grad student? Watnik suggested 1 UG and 1 alumus. Perry cautioned that the appointee should come from ASI. Singley will ask ASI president to appoint student representatives.

**CONCLUSIONS**

Barrett will work with Dobb (Administrative Staff Meeting) to identify a Staff member.

Continue discussion on ways to engage alumni.

Singley will meet with ASI President to identify student appointees. McCrea will work on the website with Ruthy Stephan.

---

**3. Principles and Guidelines**

10:30-10:59am: Docs distributed: ILOs, Draft of Guiding Principles, GE Requirements

Models of Guiding Principles from other campuses on website. Brief discussion on the language of the Guiding Principles Draft. Will be discussed further at next meeting.

Karplus described drafts of two docs with suggestions to submit final docs to EXCOM of Academic Senate for approval early in the SC process: SCSC Policies and Procedures and Membership of SCSC and the Subcommittees. Barrett spoke favorably of the docs stating that all sites have similar docs in place.

**CONCLUSIONS**

Barrett will draft SCSC Charter, Policies and Procedures and Committee Membership doc and will submit to the SCSC for discussion and approval at the next meeting.

---

**4. Timeline**

Timeline draft distributed, Singley led discussion. Three assumptions: 1) live F2018, 2) GE Program Structure will not be transformed, 3) program review in two stages. Flexibility of timeline in as many areas possible (i.e., graduate programs could begin the review process now as GE does not affect them). Role of SCSC is to provide information and resources to address the conversion (i.e., units, workload, budget). Packet with details will need to be developed. When are the Academic Programs going to develop their plan. Faculty will have opportunity to work in summer on process with stipend.

SCSC will propose a budget using a variety of resources. Using a formula, the departments could have some freedom on how to utilize funding to convert/transform. Plan this discussion at the next meeting.
Watnik finds timeline of Pomona very aggressive, Singley stated detailed though least aggressive of CSUs reviewed. Suggestion to add a row for Graduate programs. University requirements need attention. Name of the process: Conversion vs. Transformation (i.e., Cal State LA Conversion and Conversion Plus). Glass raised issue of number of units for courses (4 WTU vs 3WTU) and workload (3 vs 4 courses). Impact on program, GE, and workload and their interrelatedness. Transfer students in and out of CSUEB.

Intersession or not, variety of approaches.
Murphy: GE program structure units timeline on target; GE course conversion will require more time
GE Transformation suggested by Provost: current Timeline not realistic.
Transition from Q to S: teach out plan, part of curriculum plan, auto-articulation, bridge courses; cushion $$ for first three (transition) years Curriculum and catalog automated software all electronic to make process easier per Opp Need pledge to students, student advising Financial Aid component: number of years starts when course work starts. Concern about the bridge courses adding extra units. Restrictions addressed by Balgas and Murphy.
Academic Calendar: Need a new calendar; revise 10 year calendar thru FAC and APGS
Budget and Requests: Fund GE and CIC members work
Opp suggested a moratorium on new programs and course changes (other than the Conversion)
FAC and CIC will be involved as subcommittees of SCSC and will have funds to support faculty members work on SC
Doomsday date suggested by Hedrick: go forward or defer date; Opp thought that date had passed, 3-4 years recommended. Glass suggests a hard deadline.
Lively discussion though no major opposition to timeline draft.

CONCLUSIONS
Will need to have consensus on a final timeline and plan.
Singley will Revise Draft Timeline and Budget for review and vote at next meeting.

5. Sub-Committee Structure
Draft modeled on Cal Poly Pomona distributed by Barrett.

CONCLUSIONS
Discussion and decisions deferred to next SCSC meeting.

7. Next Meeting
1/23/15 12-2 PM
Site TBD; agreed meeting space for 20 at the table and 10 guests needed.
Meeting adjourned at 12 NOON.
Meeting Minutes – January 23, 2015 10-12 NOON; University Union Bayview Room
Semester Conversion Steering Committee

PRESENT
Thamer Alhatal, Diane Balgas, Eileen Barrett, Luz Calvo, Linda Dobb, Hendrix Erhahon, Julie Glass, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods

ABSENT
Michael Hedrick, Sue Opp

GUESTS
Tamra Donnelly, James Houpis, Mark Karplus, Brad Wells

AGENDA ITEM
Meeting called to order at 12:04 pm by Singley and Barrett

1. Welcome/Introductions/Announcements

DISCUSSION
12:04-12:25pm
Members and guests introduced themselves. Provost James Houpis and VP Brad Wells, who are the co-sponsors of the semester conversion project, were invited to speak to the SCSC. Houpis endorsed the direction the SCSC is taking with the draft framework and policies and procedures documents. Stressed the once in a lifetime opportunity to create a legacy for the future of CSUEB. Importance of ILOs and how to achieve these ILO with innovative teaching practices across the curriculum. Offered resources/development on curriculum development. Wells confirmed his support of the appointment of AVP Glen Perry to serve full-time on the project as Project Manager. He also extended his availability to support the work of the committee. Barrett informed group that David Speak, Chair of Academic Senate at Cal Poly Pomona, will be on the CSUEB campus on 2/13 and is available for a meeting to discuss how process is going at Pomona. Ex Com approved the SCSC Committee Membership with the addition that ExCom may appoint up to two at-large faculty members, following a call to all faculty. Staff Member will be sought at the 2/6/15 meeting with Dobb and University Administrative Assistants. Barrett will attend. McCrea is working with Ruthy Stephan to update the SC website with current information and resources. Until the site is up, communications will be via email with attachments and posts on google drive.

2. Reports

Reports deferred to next meeting

2. Principles and Guidelines

DISCUSSION
12:25-1:15pm
The committee began with discussion of the Policies and Procedures document drafted by Barrett not only for the committee but also for approval by ExCom. The draft borrowed language from other standing committees of the Academic Senate to demonstrate SCSC’s commitment to shared governance. There was extended discussion of this document with non-controversial proposals for adding to Article I, section on the responsibilities of members; and to Article III, the stipulation that all committee and subcommittee meetings will be open and that votes will be recorded in the minutes. There were several organizational changes and
edits. There was extensive discussion of whether to request ExCom approval or to provide an information item of the formation of subcommittees.

After some discussion of the Framework document, Barrett proposed two working groups: one to meet to review the Pledge to Students, and one to review the other parts of the Framework document.

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<th>CONCLUSIONS</th>
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<tr>
<td>Members present voted (14-0 with one abstention) to provide an information item to ExCom on the formation of subcommittees. Members present voted unanimously (15-0) to approve the amended Policies and Procedures. See attached document. Working group on Student Pledge Draft to be presented at next meeting. Members: Alhathal, Balgas, Barrett, Erhahon, Lu, Murphy. Working group on Framework Draft to be presented at next meeting. Members: Barrett, Calvo, Erhahon, Glass, McCrea, Moon, Woods.</td>
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### 4. Timeline

Timeline updated *draft* distributed, Singley led discussion. Plan additional discussion at the next meeting.

<table>
<thead>
<tr>
<th>DISCUSSION 1:15-1:59pm</th>
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<tbody>
<tr>
<td>Add a line to suggest student communication throughout, but more specifically increase the time spent on Advising to start Winter 17 thru to Fall 18. Modifications suggested and approved.</td>
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<tr>
<th>CONCLUSIONS</th>
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<tr>
<td>The SCSC voted unanimously to approve this timeline (15-0). Singley to provide a preliminary budget for next meeting.</td>
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### 5. Sub-Committee Structure

CSUEB draft distributed electronically by Singley.

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<th>DISCUSSION</th>
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<td>Discussion deferred to next meeting.</td>
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<tr>
<th>CONCLUSIONS</th>
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<tr>
<td>Discussion and decisions deferred to next meeting.</td>
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### 7. Next Meeting

<table>
<thead>
<tr>
<th>2/6/15 12-2 PM</th>
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<tr>
<td>Site: Old University Union 102</td>
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Meeting adjourned at 2 PM.
**Meeting Notes – February 6, 2015**  
**Semester Conversion Steering Committee (SCSC)**

| **PRESENT** | Thamer Alhathal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhahon, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Glen Perry, Jason Singley, Mitch Watnik, Dianne Woods. |
| **ABSENT** | Julie Glass, Susan Opp |
| **GUESTS** | Lisa Booker, Philip Cole-Regis, Molly Moya (taking notes for the meeting), Donna Wiley, Julie Wong |
| **AGENDA** | Approved as amended to include introduction of VP of Student Affairs Julie Wong (McCrea/Calvo). |
| **MINUTES** | January 23, 2015 minutes were approved as distributed (Murphy/Hendrick) |

**AGENDA ITEM**  
Meeting called to order at 12:10 PM by Barrett and Singley

### 1. Introductions

- Barrett introduced Dr. Julia Wong, the new Vice President of Student Affairs. Dr. Wong spoke briefly about her experience and background. She also told the Committee that the task of SCSC is a high priority and has her full support.

- Barrett introduced new staff representative to the Committee, Vicki Cosgrove.

### 2. Reports

#### Reports of the Co-Directors

Barrett reported on a thoughtful discussion with ExCom regarding the SCSC Draft Policies and Procedures document. The Provost and VP Wells had asked that the language be changed from requesting approval to requesting the endorsement of ExCom. After their deliberations, ExCom voted neither to endorse nor approve the document; rather they clarified that SCSC is an administrative committee. ExCom also approved administrative designation for the semester conversion directors (ASCD) and the steering committee (ASCSC). These designations provide a mechanism for requesting referrals to standing committees and collaborating effectively with Academic Senate. ExCom also approved two referrals: one to the GE subcommittee for work already started and another to FAC for work on the 10-year Academic Calendar. GE subcommittee and FAC members will be funded by SCSC for their work. Singley reported that planning for the semester conversion process was proceeding according to the timeline approved by the semester conversion steering committee.

#### Report of the Associate Director

McCrea reported that the SCSC website will go-live soon. Documents will be available on the site for SCSC as well as the campus community. Posted to the new site will be agendas, minutes, meeting dates and locations. Additionally there is now an email set up to reach the committee: semester.conversion@csueastbay.edu. McCrea has met with all campus programs that have outside accreditations. All groups were receptive. They are also concerned about the calendar, WTUs, etc. Concerned groups have been referred to the appropriate Academic Senate subcommittee.

#### Report of the Project Manager

Perry met with all of the administrative divisions on campus who are not directly involved with curricular issues. He had good discussions regarding processes and organizational changes that may require adjustments in the budget allocations requests recommended in the Bellone Report. Perry is collecting data to prepare a draft budget document to be reviewed by the Committee sponsors. This document will eventually become part of the overall Semester Conversion budget.
### 3. Committee Reports

<table>
<thead>
<tr>
<th>Excom &amp; Senate Standing Committees</th>
<th>Hedrick reiterated that the administrative designation will allow SCSC to work very closely with the Academic Senate.</th>
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<tbody>
<tr>
<td>GE</td>
<td>Barrett reported for Glass that forums have been organized to discuss the vision and format for the new GE. Forum Dates: 2/12 from 2:00 to 4:00, 2/16 from 12:00 to 2:00, 2/17 from 4:00 to 6:00, and 2/18 from 12:00 to 2:00. Murphy, who also serves on the GE subcommittee, asked that SCSC members reach out to their colleagues and ask them to fill out the survey and attend at least one of the forums. High participation is essential. This subcommittee is now meeting every week. Meeting dates and times are available on the website.</td>
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<tr>
<td>FAC</td>
<td>Moon reported that FAC discussed all of the areas the committee is responsible for including the 10-year Calendar. The calendar will be the first order of business. The next meeting is scheduled for 2/17 from 11:00 to 12:00. FAC is collecting models of CSU and CCC calendars to create a prototype sketch of what a CSU East Bay semester calendar might look like. Moon has sent out email requests for information on hard considerations for dates on the calendar. Once the data is collected and the spreadsheet is complete, it will be made available to all. Request was made for a Google Drive to share SCSC documents and data.</td>
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<tr>
<td>CIC</td>
<td>Watnik reported that CIC discussed the Senate directive for APGS to seek out software used to make curricular proposals/changes. They also reviewed potential vendor software. The software will be very important in making the whole curricular review process easier and more transparent. E-forms in the new software will be based on current forms and will be more user friendly. The next CIC meeting will focus on semester conversion and on creating a document that will define how courses will be numbered in the semester system. CIC will also review the Curricular Procedures (CP) Manual and recommend appropriate changes for semester conversion. Wiley and Watnik will meet to discuss the process and jurisdiction of changing the CP manual,.</td>
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<tr>
<td>CAPR</td>
<td>Calvo noted that CAPR discussed the possibility of suspending 5-year reviews for programs during the conversion year. Five-year reviews are mandated, so CAPR is currently looking into whether or not this is a possibility that the campus wants to consider.</td>
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### 4. Items of Business

| Subcommittee Structure | Singley began the discussion of SCSC substructure by asking, What structure will allow the Committee to engage effectively to get all of the work done? Discussion ensued regarding possible subcommittees and working groups. SCSC discussed adding a Curriculum Coordination subcommittee. The SCSC consensus was to form a working group to develop ideas about the functions and compositions of such a committee in light of our existing structures for curriculum review at the college and University levels. Working Group members will be Watnik, Singley, Barrett, Woods, and McClain. The Committee discussed the importance of clear, consolidated, and timely communications. SC directors will work with UA on communications and will also add Communications as a regular agenda item. Balgas recommended a Co-curricular Activities subcommittee for the coordination of semester conversion work on events and on-going activities within Student Affairs and other areas that support students. SCSC agreed about the need for an Advising subcommittee. Discussion ensued regarding the possibility of waiving the 17-unit cap in order to help students graduate prior to the semester conversion. We will revisit this issue. |
| Preliminary Budget             | Singley presented a PowerPoint that reviewed the proposed budget for departments and programs to complete the complex task of conversion. Questions arose about the most effective use of departmental funding. |
SCSC discussed the pros and cons of providing assigned time to faculty, supporting faculty retreats, and inviting curriculum experts to campus. Several SCSC members advocated a collaborative approach that might involve a two-day workshop before school starts with summer stipend/AY release time. All agreed that SCSC should provide a base formula for all to use that is fair and transparent. Discussion ensued regarding funding after the initial year and COBRA 2. Discussion will be continued at the next meeting.

<table>
<thead>
<tr>
<th>6. Working Groups</th>
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<tr>
<td>Student Pledge, Framework, Q &amp; A</td>
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<th>7. Adjournment</th>
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<tr>
<td>Meeting adjourned</td>
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<td>1:50 P.M.</td>
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**Meeting Notes – February 20, 2015 12-2 PM University Union Bayview Room**  
**Semester Conversion Steering Committee (SCSC)**

| PRESENT | Thamer Alhathal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhahon, Mike Hedrick, Xinjian Lu, Zanean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Glen Perry, Jason Singley, Mitch Watnik, |
| ABSENT | Dianne Woods |
| GUESTS | Donna Wiley, Philip Cole Regis (Scribe) |
| AGENDA | Singley requests that the Pledge to Student be added to the agenda following the Open Discussion item. M/S/P |
| MINUTES | No comments on minutes from 2/6. Motion to accept M/S/P |

**AGENDA ITEM**  
Meeting called to order at 12:05 PM by Barrett and Singley

1. **Introductions**  
None

2. **Reports**

Reports of the Co-Directors

Barrett reported on recent activities:
- Met with the College Deans on 2/10/15
- Presented to the CEAS Quarterly Forum (following the presentation CEAS faculty had time to work with their department colleagues on their student learning outcomes and curricular changes.)
- Met with College Associate Deans regarding the college curriculum review process
- David Speak, Chair of the CPSU, Pomona Academic Senate, visited our campus. Approximately 20 faculty attended. He reported that their campus conversion was moving forward.
- The Co-Directors, Associate Director, Mike Hedrick, and Donna Wiley will be visiting Cal State LA on 3/13/15 for discussion of a long list of agenda items
- The GE Subcommittee has been holding GE ‘conversations’ with faculty
- FAC and Michael Moore are very busy working on the semester calendar proposals
- The directors met with Jeff Bliss, University Communications, on formation of a university-wide communications plan for the semester conversion initiative
- McCrea and Barrett have begun the work on developing Questions & Answers which will be posted on the website. Three working groups proposed to work with Barrett:
  - Faculty – Watnik, Moon, Singley, Hedrick, McCrea
  - Students – Alhathal, Erhahon, Glass, McClain, Wiley
  - Staff – Cosgrove, Dobb

Report of the Associate Director

McCrea reported that the Semester Conversion web site has been launched and demonstrated navigation of the pages. Google drive created with access to all SCSC members. She has also been meeting with academic programs which have accreditation needs beyond WASC; Moon visited their meeting today to discuss Calendar. She has been collecting information, which is important input to the calendar subcommittee. Meetings with Robert Phelps and Brian Cook planned to explore ways to engage Concord campus in the process and with Jessica Weiss to do same with Lecturers.
Report of the Project Manager

Perry reported that he continues to collect updated information and is drafting a project budget document based upon the Bellone report from 2013. This document does not include the curriculum conversion costs which are being collected by a separate process guided by Singley.

3. Committee Reports

ASI

Alhathal reported that the ASI Board is concerned that the GE forums were not designed to include students or staff. Students have opinions about GE, and faculty do not know what’s best for students. Majors have not been discussed. Students would like more options by which to satisfy the writing skills requirement.

Watnik noted that CIC has a subcommittee charged to review the writing requirement for semesters. Erhahon recommended that the writing assessment be included within the major. Barrett stated that she had attended ASI, where the same concerns were raised, and that she is working with ASI to create forums. There was general SCSC consensus to respond to these concerns raised by students.

CAPR

Calvo reported CAPR is recommending a suspension of 5 year reviews for 1 year. CAPR will seek assessment plans for new/revised/transformed semester programs.

CIC

Watnik reported that CIC is working hard on preparing proposals for new semester course numbering and curriculum review processing. CIC is reviewing a draft for a revised new course proposal form.

Ex Com

Hedrick reported on the productive meeting with Dr. Speak. He suggested that during the project-testing phase we create a sample class schedule as a model for scheduling. The Academic Senate approved the use of ASCD and ASCSC as document designations for items coming from the semester conversion office to ExCom. Hedrick also suggested a moratorium on requests for new/changed courses/programs effective 7/1/15.

FDEC

McClain reported on FDEC concerns for recognizing cultural holidays and remembering diversity as we move forward. Dobb reported that there will be a Professional Advisors Colloquium on 3/25 at 10 am in the Biella Room to discuss the semester conversion.

4. Special Reports

FAC: Calendar

Moon reported that the semester calendar subcommittee has met twice and set a completion target of 4/15/15. 2 or 3 prototypes will be presented for wide review and comment. Need for student involvement is noted. Key points of discussion: term length, Thanksgiving break, finals, grading. CSU provides guiding documents such as HR-2014-01, which discusses the academic calendar. Moon projected a PowerPoint presentation to graphically represent the calendar prototypes.

GE Subcommittee: Forums

Glass presented a PowerPoint which outlined the work of the subcommittee:
- 60 faculty participated in the ‘GE conversations’
- Seeking to gather information on areas where the campus can make choices (not prescribed by EO)
- The Cultural Groups and GE subcommittees are collaborating on the integration of topics in to GE
- The double counting of GE courses for other requirements is being discussed (GE and major and clusters?)
- Discussions should communicate the value of our GE program to students
- Discussion often highlights the divide between those who wish to minimize GE requirements and those who would maximize.

5. Open Discussion

Acceptance of the updated Pledge to Students with the request that the acronym IAP not be used, spell out the full text. M/S/P. The SCSC responded positively to the idea of translating the pledge to honor of the many languages our students speak. Barrett will work with colleagues and students on translations.

6. Items of Business
### Formation of Subcommittees

The Co-Directors will prepare a charge for each of the adopted subcommittees of SCSC:

- Advising
- Administration and Information Technology
- Co-Curricular
- Faculty Development

Barrett and Singley will issue calls for populating the subcommittees and appoint appropriate non-faculty members. Singley reported that the outcome of the curriculum coordination workgroup was to not have a curriculum coordination subcommittee. Instead, college-based curriculum facilitators would be recruited as has been done at Cal State LA.

Opp asked about a communications subcommittee and change management. For now, communications will be a function of the leadership team.

### 7. Budget Update

Deferred to next meeting

### 8. Adjournment

<table>
<thead>
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<th>Meeting adjourned</th>
<th>2:00 M/S/P</th>
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Meeting Notes – March 6, 2015 12-2 PM University Union 102
Semantic Conversion Steering Committee (SCSC)

PRESENT
Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Hendrix Erhahon, Mike Hedrick, Xinjian Lu, Lindsay McCrea, Michael Moon, Sally Murphy, Sue Opp, Jason Singley, Mitch Watnik, Dianne Woods

ABSENT
Linda Dobb, Zanean McClain, Glen Perry, Thamer Alhatal

GUESTS
Larry Bliss for Dobb, Philip Cole Regis, Scribe

AGENDA
No Changes, M/S/P

MINUTES
No comments on minutes from 2/20. Motion to accept M/S/P

AGENDA ITEM

1. Introductions
None

2. Reports

Barrett reports:
- Brad Wells objected to language in the Framework doc the SCSC approved that reads, “Compensate efforts that go beyond the usual expectations of faculty and staff both during and following the conversion while carefully considering workload issues.” Wells’ point is that the SCSC does not have the authority to compensate faculty or staff. Discussion began about how we wanted to amend the document.
- Singley: Need to clarify that we do not speak for the Administration; not within the purview of SCSC to compensate efforts that go beyond the expectations for staff and faculty. Opp: If compensation doesn’t happen, it’s not the fault of the SCSC. Watnik: This will have ramifications. People will comment that the administration will not be held to this, comparing us to LA. Opp: The SCSC does not decide compensation for staff. Calvo: Good to be clear how little power SCSC has and who has the power. Murphy: Do the SCSC values need to be included in this? Glass moves, seconded by Calvo: To change the document to indicate that wherever we lack authority, it should say: We recommend the university commit to the following: “ Watnik suggests that the SCSC will advocate for the appropriate compensation for those that go above and beyond and also suggests that everything has to be vetted by the Academic Senate and ExCom. Opp: Compensating efforts of faculty and staff really stands alone and doesn’t fit with the other principles. Woods: Compensating faculty and staff are very different. Vote: In Favor: 6, Against: 1, Abstain: 3. Watnik motions to amend the document “The SCSC calls the senate to approve this document on behalf of the faculty.” Glass moves, Murphy seconds to reconsider her original motion to replace the original language. Glass motioned, Watnik seconded, to keep the original language in the Framework document and amend it with: “Advocate for compensation for” to bullet four under Principles. In Favor: 8; Against: 1, Abstain: 6; Passes
- Pledge to Our Students was sent to President Morishita and has been translated into Spanish and Arabic with a Chinese version due very soon. Calvo requested that the Spanish version be posted to the CSUEB Spanish website.
- Singley and Barrett will be presenting to a CLASS forums on March 10, 12, and 18th.
- Martha Wallace, Audrey Katzman, Perry, Barrett, and Singley met to work on the time modules. Plan to develop a solid packet of info before making a referral to Ex Com. Woods suggested...
looking at M-F and even a Saturday week based on classroom limitations. Watnik suggested ½ hour units being more flexible. Calvo suggested a campus hour for community building. Barrett stated all ideas are on the table.

Singley reports:
- Work continues on the Departmental Level Budget. Hope to report more at next meeting.
- Met with CSCI Curriculum Committee. Concerns and ideas about how programs and departments will work together re: service courses. STEM has offered help facilitate conversations.
- Hedrick, Barrett, Singley, McCrea, Wiley, and Bliss will visit CSULA 3/13 full agenda arranged by CSULA

### Report of the Associate Director
McCrea reports having met with Robert Phelps and Brian Cook regarding outreach to Concord, students in particular, including Webinars. Weiss and McCrea planning a Faculty event: Anxiety to Action with representatives from FLC on Q2S conversion, and faculty who have lived through conversion to address faculty concerns about SC in April.

### Report of the Project Manager
Absent

### 3. Reports of Affiliated Senate and Student Committees

#### ASI
Erhahon reports that ASI has created a Subcommittee on Semester Conversion to address student concerns, and financial aid in particular. Will begin work in Spring 15 with Barrett as Advisor. Committee will be composed of students from all levels and colleges. Watnik suggested including On Line students.

#### Ex Com
Hedrick reports info items only to Ex Com and Senate: ASCD1: Membership List; ASCD5: Framework; Upcoming info item on agenda Student Pledge; Referral to CIC Course Numbering and curricular charges.

#### CAPR
Calvo reports that the discussion of postponing 5-year reviews has been deferred until there is a better understanding of the timeline. Does CAPR need assessment package (SLOs, Assessment for SLOs, Curriculum Map). Many programs not changing their SLOs. Singley suggested that AS policy may need to be changed to include those docs as part of program modification. Opp, these are items required by WASC and the CSU.

#### CIC
Watnik reports that CIC will meet exam week. To do list: Course numbering, curricular procedure manual, and program modification/revision forms.

#### GE Subcommittee
Glass reports that the Cultural Groups and Women’s (CGW) subcommittee of CIC presented a proposal for upper-division GE. The GE subcommittee is working to develop model frameworks. The learning outcomes for proposals such as the CGW’s will be critical to making sense of things Calvo voiced concern that departments such as Ethnic Studies needed more then the new GE framework; their department would need to know the SLOs for GE before they could develop their new curriculum. She urged us to revisit the timeline.

#### FAC
Moon reports that Calendar Subcommittee has developed two prototypes. He and his subcommittee will be scheduling meetings with APGS, and programs with outside accreditation, Deans and Chairs and UE to gain more feedback on the calendar. They also plan to send a call for comment on 3/16. Will present Prototypes to SCSC on 3/20. On track to present recommendations to FAC on 4/15.

#### FDEC
Woods and Balgas reported from FDEC in the absence of McClain. The committee is concerned about whether this conversion adversely impacts the student population. Need to watch. Meets next week.

### 4. Working Sessions
Formation and Breakout into four groups to review and edit charges for the SCSC
| Charges for Subcommittees | Subcommittee. Scribe for each group recorded comments and edits. Submitted notes to Singley. Worked up to the end of the meeting. |
| Questions & Answers Documents | Work being completed on Students, Faculty and Staff Q & A. Deferred discussion and review to next meeting. |

5. Communication/Announcements

6. Adjournment

Meeting adjourned | Meeting adjourned by Singley at 2 PM. |
| Next meeting 3/20/15 University Union 102 |
Meeting Notes – March 20, 2015 12-2 PM University Union 102
Semester Conversion Steering Committee (SCSC)

PRESENT
Diana Balgas, Eileen Barrett, Vicki Cosgrove, Linda Dobb, Julie Glass, Xinjian Lu, Lindsay McCrea, Michael Moon, Sally Murphy, Glen Perry, Jason Singley, Mitch Watnik, Dianne Rush Woods

ABSENT
Thamer Alhatal, Luz Calvo, Hendrix Erhahon, Michael Hendrick, ZaNean McClain, Susan Opp

GUESTS
Nidhi Mahendra

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

MINUTES
Watnik: suggested half hour units. Motion to accept minutes from 3/6, Abstain Dobb and Perry, vote approved M/S/P

AGENDA ITEM
1. Introductions
None

2. Reports
Barrett reports:
- President approved pledge to the students.
- Barret and McCrea met with Jeff Bliss to discuss the communication plan for semester conversion. Among other plans, Bliss will arrange for a Semester Conversion link to be featured on the CSU East Bay Homepage.
- CLASS Faculty Forum went well. Combined total of 55 faculty attended these 3 events. Faculty raised concerns about workload on semesters, but they also discussed opportunities in the semester system for engaging students in active learning.
- During the 1st week of spring quarter, Barrett and Singley will begin weekly meetings with Martha Wallace and Audrey Katzman to gather information and develop a report on class time modules for semesters.
- Trip to CSULA
  - Met with the Associate Provost and 6 associate deans.
  - Learned that LA received 75 % funding for baseline conversion and 100% for technology changes required by conversion.
  - LA used many consultants during the process.
  - Biggest challenge for faculty was General Education. They ended up with a 48 unit proposal. Any double counting must be approved. Composition and Critical thinking were combined for Native Students (A3 and A4), but CSU LA requires four courses in writing (three of which double count).
  - The GE package includes two courses certified as diversity courses. Barrett will post the CSULA General Ed package to google docs.
  - EEC (their curriculum committee) worked on outcome assessments.
  - The good news is that CSU LA has completed revision of all their curriculum.
  - Faculty and administrators are discussing the 4-4 workload with plans for assigned time for service and research..
  - During conversion process, untenured faculty have the option of requesting an additional probationary year.
  - Advising: CSULA degree audit built into PeopleSoft, used as a key way to do individual advisement plan.
PeopleSoft was able to recognize courses that were taken before conversion and show the requirement fulfilled. CSULA has made posters and T-Shits to remind and encourage students to seek advisement.
- CSULA resolved many issues with Degree Audit.
- Suggested that we create and recognize milestones throughout the process.

Singley reports:
- Curriculum Budget Presentation

**Report of the Associate Director**

McCrea reports:
- Continued work on the Website, with Pledges now being posted in four languages, with more in development.
- Monthly meeting with Programs with Outside Accreditation Group earlier today. Moon presented and answered questions about the Calendar prototypes. Programs still concerned about the workload issue, including concerns about financial support of staff with the coming curriculum conversion and revision work.
- Workshop in planning stages with Faculty Development on Semester Conversion planned for April.

**Report of the Project Manager**

Perry reports
- Has hired a semester conversion assistant. Degree Audit will be up and running by Semester Conversion. It will include a Graduate Plan.

**3. Reports of Affiliated Senate and Student Committees**

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<th>Committee</th>
<th>Status</th>
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<td>ASI</td>
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<tr>
<td>Ex Com</td>
<td>Not Present</td>
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<tr>
<td>CAPR</td>
<td>Not Present</td>
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**CIC**

(Watnik) CIC passed course numbering document. There will be subscripts for labs and activities. Numbering will look like this:
- Below 100: remedial
- 100-200: Lower division
- 300-400: Upper division
- 500: Professional
- 600: Graduate
- 700: Doctorate

**GE Subcommittee**

Primary discussion has been about the overlay at the upper division. At the last meeting Cultural Groups and Women’s subcommittee presented a proposal for upper-division GE that would align three ILO themes—Social Justice & Equity, Diversity & Multiculturalism, and Sustainability with three areas—Arts & Humanities, Social Science, and Science. The goal for upcoming meetings of the GE subcommittee is to have 1 to 2 modules for campus feedback. Topics still in discussion are double counting, second writing course, and American Institutions requirement.

**FDEC**

In McClain’s absence, Barrett reported that FDEC had discussed the upper-division proposal from the Cultural Groups and Women’s subcommittee and volunteered to help develop SLOs for the proposal.

**4. FAC Report**

**Calendar**

Moon
- There are two calendar types that were created
- Prototype1: 5 day Thanksgiving break, 149 instructional days, 21 non instructional days, winter break is longer than 2 weeks, spring break includes Cesar Chavez.
- Prototype 2: 3 day Thanksgiving break, 149 instructional days, 21 non instructional days, winter break is longer than 2 weeks but slightly shorter than prototype 1 calendar, few Mondays, day before Thanksgiving is a travel day, spring break includes Cesar Chavez.
- Chancellor Requirements
  - Minimum work days: 170
  - Maximum workdays: 180
  - Typical year: 149
- Exam days: 8 per year
- Grades Due Day: 2 per semester
- Evaluation Days: 1 per term
- Commencement: 1 day

- Holidays
  - If there are 1 to 2 days left in the year staff have to give up those days.

- Issue Points
  - Depending on what day the semester starts, Monday classes may not meet all the required session.
  - There will be no exchange days
  - How long should Winter break be without shorting intercession? McCrea: could intercession be held after spring but before summer? UE asked to have intercession end before MLK Day
  - Where in the calendar should Spring Break go? Spring break link to Cesar Chavez and not Easter.
  - Other holidays not formally observed
  - Distribution for calendar discussion sent out in an email to:
    - Staff
    - Lectures
    - Students
  - Committee will recommend which calendar is liked to Academic Senate
  - Still waiting on a response from Pomona

5. Department Curriculum Budget

- Document Discussed: Department Budget for Semester Conversion
- Will go to department chairs
- This is a one-time funding
  - Conversion: basic translation of the curriculum
  - Transformation: significant changes to the curriculum
- The model has been presented at COBRA, ExCom, Class Forum
- Funding for 4 WTU’s of assigned time for the department chair or designee
- Second programs with 75% overlap with be funded at 50%
- The model may not fit perfectly for every program, if there are extenuating circumstance that require more funds that can be discussed.
- By June 1st funds should be available for department use
- Singley will send an email to deans to notify chairs about the April timeline once approved
- Watnik: Can the language be changed to ‘Provost Reviews and Approves’
- During the Monday meeting Singley will ask VP Wells if he will be approving curriculum
- Programs can apply for baseline funding if unsure what type of conversion they want, and if need be apply for the additional transformational funding
- Directors do not want to police departments who pick transformation when they recommend the conversion to the provost
- Classes may overlap but each class will only be funded one time according to the model
- Murphy: GE funding should be put on the budget template to not confuse the deans
- Glass: do programs need to define curriculum map or can a merge of the assessment plan satisfy?
- 1:55 pm McCrea to extend meeting for 15 minutes, Vote: all in
favor
- Implementation Plan
  - Includes scope of work and budget
  - A justification is not required for conversion
  - Work assignments and timeline
- Questions, Suggestions and Discussion
  - How do we tell if a program is transformational? The check comes at the end of the conversion process
  - Glass: how are department syllabuses going to be taught?
  - Watnik: if a program does transformational they should get outside input. It maybe a good to write a 5 year review plan.
  - Mahendra: there is value in external and internal curriculum output
- Singly Move to recommend the budget to Provost and VP Wells, vote: unanimous

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<tr>
<th>6. Subcommittee Charges</th>
<th>Barrett and Singley (Not discussed).</th>
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<tr>
<td>7. Communication/Announcements</td>
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<tr>
<td>8. Adjournment</td>
<td>Meeting adjourned by Barret at 2:13 PM.</td>
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<td>Next meeting 4/3/15 University Union 102</td>
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# Meeting Notes – April 3, 2015 12-2 PM University Union 102

Semester Conversion Steering Committee (SCSC)

**PRESENT**

- Thamer Alhatal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhahon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Susan Opp, Glen Perry, Jason Singley, Mitch Watnik, Dianne Rush Woods

**ABSENT**

**GUESTS**

- Larry Bliss, Donna Wiley

**AGENDA**

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

**MINUTES**

- No Changes vote approved. M/S/P

## AGENDA ITEM

### 1. Introductions

None

### 2. Reports

#### Reports of the Co-Directors

**Barrett reports:**

- Met with Advisors (AACE, EOP, Excel) to provide an overview of the semester conversion process and planning, and to discuss the important role advisors will play. Shared the Pledge to Our Students and discussed Individualized Advisement Plan. Some advisors shared concerns about the CAAR in Peoplesoft. Barrett is working with Perry on any changes.

- Working with college of CLASS on curriculum review (Glass) voiced concern over the number of units for lower division courses.

  (Opp) there will be new software to help track classes (McCrea) what a department thinks a course should be unit wise, should be communicated to other departments that use those courses in their programs so departments can determine the impact on their program.

**Singley reports:**

- Budget document went out to the Deans. Singley is willing to meet with the Deans if there are questions and concerns about the budget.

- There are concerns on how to coordinate service classes between departments. The Mathematics department will be meeting April 17th with other departments to discuss the service classes.

#### Report of the Associate Director

**McCrea reports:**

- Currently working with University Advancement on internal and external communication.

- Also working making a Semester Conversion logo.

- Will continue posting the student pledge in different languages on the website.

- Still working on linking our website to other pages on the University website.

- When finalized, will post Questions and Answers to the Semester Conversion page

#### Report of the Project Manager

**Perry reports:**

- Reached out to the 4 colleges about displaying a Semester Conversion link on their various pages. Perry wants it to be
prominent so students are aware.

- Working on finalizing a project cost estimate. This will be the budget for the Semester Conversion Project; it will include administrative costs.
  (Lu) Should there also be a semester conversion link on Mycsueb, blackboard, the Senate page, or APGS?
  (Opp) Can it be added to the ‘About Section’ on the University homepage?
  (McCrea) The link is currently under announcements but would like to have it moved up.
  (Wiley) Is it being added to the mobile app?
  (Barrett) CSULA has a countdown on their Semester Conversion website to keep students aware of the timeline.

3. Reports of Affiliated Senate and Student Committees

ASI
- ASI has posted the Semester Conversion link on the ASI tab
- Barrett has agreed to be the Advisor for the ASI Semester Conversion Committee. Online student will be included in this committee.

CAPR
- Has agreed to suspend 5 year reviews for 2 years
- They will be moving them back 2 years, this will give them a chance to re-do some of the schedules.

CIC
- Passed a document for course numbering and it will be reviewed by ExCom next week.
- An item to be discussed in the next meeting is if there will be a new course form.
- The Writing Skills Committee to propose writing standards across the board (within the major and graduate classes).
- This will not change the old writing path
  (Calvo) Can students meet the requirement outside of their major?
  (Murphy) If the department will allow it

EX COM
- The pledge to the students was accepted as an information item by Senate.

FAC
- Passed the 3 day Thanksgiving calendar, and is passing it on to ExCom for review
- They have gotten at least 30 comments in feedback about the calendar
  (Calvo) Has concern about the dates that grades are due. If students are given longer papers to write because there are 15 weeks in a semester, it is not tenable to have everything graded in one week.
  (Moon) The calendar is still up for discussion

FDEC
- Committee is concerned about GE, Diversity and Women
- FDEC members are working with Cultural Groups and Women’s subcommittee on developing Student Outcomes for the CGW proposal for upper-division GE.

GE Subcommittee
- Has discussed models that have been proposed
- The model may not include overlay but it will have unit counts
- Still being discussed are double counting American Institutions, double counting within the major and still keeping within 48 units, and intensive writing courses within the major
  (Lu) Is curious about the results of the survey.
  (Glass) the results of the survey showed the importance of General Ed in the Semester Conversion project.

4. Subcommittee Charges

- Administrative Support Subcommittee
  - Perry to chair committee
  - ExComm to assign appropriate faculty
- Co-Curricular and Student Support Committee
  - Balgas to chair committee
  (Erahnon) There should only be one student life
representative.
  o No objections to the change

- Communications Subcommittee
  o Directors will work directly with Jeff Bliss
  o McCrea to chair

- Faculty Development Subcommittee
  o Glass to chair with Jessica Weiss
  (Glass) Do we need 4 lectures and 4 faculty
  (Lu) Concerned about compensation for lecturers
  (Opp) Is there enough money in the budget to cover all those people?
  (Singley) Stipends or release time are available for lecturers.

- Student Advising Subcommittee
  o Dobb to chair this committee
  o The 3 students can come from the ASI Subcommittee
  (Bliss) Concerned about representation for the Concord campus.

- Unanimous vote to approve document.
  o Barrett to forward to ExCom

5. Question and Answer Documents

- Document Discussed: Faculty Question and Answer
- Major discussion topics
  o (Murphy) Concerns on the timeline on question 1
  o (Glass) Concerned about the new software and if it has been tested?
  o (McCrea) should the steering committee test the software?
  o (Opp) there is no need to worry about forms; APGS will translate the forms into the new system. Opp to send language on when to expect new system.
  o Under the curriculum section, add a section about the new software
  o (Murphy) any revision to learning outcomes will take the GE Subcommittee longer
  o (Glass) Under the General Education section should there be a link to what the requirements for GE are?
  o Barrett, Glass and Murphy to revise the General Education section to make sure all the requirements are clear to faculty, McCrea will look over and give feedback once complete.
  o Add a link to the FAC Calendar proposal.
  o Workload question 1: directors will ask the provost to write an answer addressing the concerns of the faculty.

- Perry: motion to make corrections and move document to the semester conversion website. McCrea second.
- Unanimous vote to approve Faculty Questions and Answers.

6. Communication/Announcements

7. Adjournment

Meeting adjourned 2:09 PM

Next meeting 4/17/15 SA4350
Meeting Notes – April 17, 2015 12-2 PM SA 4350
Semester Conversion Steering Committee (SCSC)

**PRESENT**
Diana Balgas, Eileen Barrett, Vicki Cosgrove, Linda Dobb, Hendrix Erhahon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Glen Perry, Jason Singley, Mitch Watnik, Dianne Rush Woods

**ABSENT**
Thamer Alhatal, Luz Calvo, Susan Opp

**GUESTS**
Larry Bliss, Thomas Hird, Margaret Rustick, Ann McPartland

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

**MINUTES**
No Changes vote approved. M/S/P

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>1. Introductions</th>
<th>None</th>
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<tr>
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<td>2. Reports</td>
<td>Barrett reports:</td>
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<tr>
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<td>• By now all departments have received their materials for preparing their department budgets and implementation plans</td>
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<td>• To facilitate curriculum coordination and other tasks, the directors have divided the departments/programs among one another and have contacted all departments, answered questions, and are prepared to meet with chairs, attend department meetings, and assist in any way we can.</td>
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<td>• Barrett will meet with CLASS Counsel of Chairs on Tuesday 4/22.</td>
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<td>• As the President announced Brad Wells, VP for Finance and co-sponsor of the semester conversion project, has accepted a new position at the CO. Debbie Chaw from University Advancement will be the Interim VP and co-sponsor of the project with the Provost. The directors, who have been meeting with Brad Wells on Wednesday, will begin meeting with Debbie Chaw in May.</td>
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<td>• APGS is arranging for an on-campus demonstration of the curriculog system on May 1st, at the next meeting of the Steering Committee.</td>
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<td>• A team of us from campus will attend the Knowledge Exchange Workshop on semester conversion sponsored by the CO on April 29th at Cal Poly Pomona. Representative from CSU Bakersfield, LA, Pomona, and San Bernardino will also be there.</td>
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<td>• The directors submitted the Steering Committee subcommittee structure to ExCom but realized an oversight. We’d like to add two faculty representative. Motion to amend the document by Glass, 2nd by McCrea.</td>
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<td>o The Co-Curricular committee needs to have two faculty representatives added to the list of members.</td>
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<td>o Vote to approve the amendment. All in favor: 14, Abstain: Murphy.</td>
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<td>o Barrett to make amendment to document.</td>
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<td>Singley reports:</td>
<td>• The Math department had its first meeting today to discuss the service classes and curriculum</td>
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<td>• About 25 people attended</td>
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<td>• Glass did a great job moderating the Mathematics meeting</td>
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<td>• Watnik has volunteered to moderate the meeting for Statistics</td>
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<td>Report of the Associate Director</td>
<td>McCrea reports:</td>
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<td>• The outside accreditation group met today. They had concerns about course numbering and the proposed calendar. (Moon) send any questions, concerns or comments about the calendar to him.</td>
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<td>• Semester Conversion questions and answers for faculty have been posted to the Semester Conversion website under faculty.</td>
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<td>• There is a Semester Conversion announcement on MyCSUEB student and staff pages.</td>
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<td>• McCrea is working on a Semester Conversion newsletter.</td>
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<td>• April 30\textsuperscript{th} 2015, the Faculty Development Center is having a Semester Conversion workshop.</td>
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<tr>
<th>Report of the Project Manager</th>
<th>Perry reports:</th>
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<td>• Working on a combined budget for Semester Conversion that spans at least 3 years.</td>
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<td>• Currently reviewing line items to make sure the requests are being accounted for.</td>
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<td>• In trying to always promote sustainability, the Project Assistant will no longer be printing the Steering Committee documents to be reviewed during the meeting.</td>
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<tr>
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- No area B5
- No area F
- Area G will now be area E

(Erhahon) area G was extremely helpful to him as a freshman. He recommends keeping it and having a discussion about the impact of removing area G will have on students. This discussion should also include feedback from students.

- Still to be determined
  - Learning outcomes

- General Discussion
  (Murphy) all departments should assume that students will choose to double count classes;
  (Dobb) departments should consider making degree roadmaps for students as a resource
  (Singley) degree roadmaps are a part of the deliverables for semester conversion.
  (Hird) raised concerns about how the discussion around the GE proposal focused on the minimal requirements outlined in the Executive Order rather than on a broader conversation about the kind of general education we deem important for our students

4. Question and Answer Documents

- Document discussed: Faculty questions and answers
  - Barrett, Glass and Murphy worked on the GE questions
  - The Provost has answered the faculty workload question
  (Murphy) There could be concerns over the ‘lab’ wording in the Provost’s answer
  (Singley) any questions or concerns about the lab wording can be sent to the Co-Directors

- Document discussed: Student questions and answers
  - Perry to send Barrett the new language for student unit requirement
  (Moon) The Presidents statement about why CSU Eastbay is moving to semesters should be included.
  (Watnik) Graduation requirements should be clear for students
  - A change to the status of the ASI subcommittee will be made to note the postponement of recruitment until the fall semester.
  - Change parking fees to annual fees.

- Vote to recommend to Senate with changes. Motion by Murphy, 2nd by Erhahon. Vote to approve: unanimous.

5. Communication/Announcements

| None |

6. Adjournment

<table>
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<th>Meeting adjourned</th>
<th>2:03 PM</th>
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Next meeting 5/1/15 University Union 102
Meeting Notes – May 1, 2015 12-2 PM UU 102  
Semester Conversion Steering Committee (SCSC)

| PRESENT | Eileen Barrett, Luz Calvo, Linda Dobb, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Sally Murphy, Glen Perry, Jason Singley, Mitch Watnik, Donna Wiley |
| ABSENT | Thamer Alhatal, Diana Balgas, Vicki Cosgrove, Hendrix Erhahon, Dianne Wood |
| GUESTS | Dennis Chester, Tamra Donnelly, Thomas Hird, Alan Monat, John Schoenborn |
| AGENDA | No Changes, Motion to accept agenda, vote approved. M/S/P |
| MINUTES | Add guest Ann McPartland. Motion to accept agenda, Calvo Abstained, vote approved. M/S/P |

**AGENDA ITEM**

1. **Introductions**

   None

2. **Reports**

   **Reports of the Co-Directors**
   Barrett reports:
   - Semester Conversion Workshop at Cal Poly Pomona sponsored by the Chancellor’s Office was very helpful and informative.
   - There are concerns over the Chancellor’s Office understanding how complex this task is.
   - CSU East Bay is still 6 months behind Cal Poly Pomona
   - Budget Implementation documents have been given to the Dean. The Directors will meet with the Deans Monday May 4th to discuss concerns and question. The Steering Committee should see plans as early as May 15th.

   Singley reports:
   - No report

   **Report of the Associate Director**
   McCrea report:
   - Faculty Development Workshop on Anxiety and Action went well, about 14 faculty attended the workshop.

   **Report of the Project Manager**
   Perry reports:
   - Distributed proposal budget to department so the Department can explain particular line items
   - Departments will be able to meet with the Directors
   - Lunch will be provided at the last Steering Committee Meeting (Singley) At the Cal Poly workshop were you able to discuss budgets with other project managers?
     (Perry) Yes, I found that the Chancellor’s Office paid for consulting for CMS for CSU Bakersfield and CSU LA. We have not been told about our IT support. But as far as conversion goes all the budgets are roughly the same.
     (Dobb) The Chancellor’s Office paid for Fit Gap Consultants and it is known that we can have that too.
     (Perry) A Fit Gap report will put us behind. We are using the CSU LA Fit Gap and pulling out what applies to us, and we have already had a functional Fit Gap.
     (McCrea) I felt like the Fit Gap gave people direction.
     (Perry) The things identified in the Fit Gap were things we already had on our task list. If mini Fit Gaps are needed we will use a
### 3. Reports of Affiliated Senate and Student Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td><strong>ASI</strong></td>
<td>• Absent from meeting</td>
</tr>
<tr>
<td><strong>CAPR</strong></td>
<td>• No report</td>
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</tbody>
</table>
| **CIC**   | • The GE framework is in front of the Senate  
• Sent a proposal to the Senate that will show how courses will be approved during the Semester Conversion, while keeping GE in mind.  
• The course proposal form in on the Agenda and will include a section about service classes.  
(Barrett) Will there be a presentation of the GE framework?  
(Watnik) There is no presentation scheduled.  
(Perry) Are there any time certain items?  
(Watnik) The only time certain is APGS.  
(Barrett) The GE framework should be a time certain item. |
| **EX COM**| • Ex Com passed the subcommittee document  
• Also forwarded the FAC Referral  
• There is a 2nd reading of the calendar  
• 1st reading of the course numbering document  
• Both are time certain items |
| **FAC**   | • No Report  
(Barrett) I heard there were concerns about calendar specific due dates for grades.  
(Moon) Yes, another concern about the calendar starting late and not coinciding with local public schools.  
(Hendrick) There are also concerns over early fall starts and late fall starts and the effects of grades due after Christmas.  
(Moon) Yes, and I have also heard that there are concerns over winter intercession being two weeks vs three weeks. I am also making more prototypes that include a one week Thanksgiving break.  
(McCrea) What is the latest fall term would end?  
(Moon) December 23rd. These prototypes are modeled after the San Francisco State Calendar.  
(Singley) There may be some need to explain the differences and consequences of the late fall ending and the winter intercession. I feel like intercession would be small and not a lot of students would take it. We wouldn’t want to make sacrifices for the whole calendar.  
(Moon) Making individual changes to the calendar can create a sort of Fraken-calendar  
(Glass) If people don’t come forward with an amendment don’t address those concerns. Bundling concerns might be hard.  
(Watnik) If a Fraken-calendar happens, it might be best to refer back to the FAC subcommittee to make those decisions.  
(Barrett) Have you seen the amendment about the calendar?  
(Moon) No.  
(Glass) I heard the amendment was simply to push the calendar back.  
(Barrett) Can that be workable with the calendar prototypes  
(Moon) Yes, it should be workable. But there are plenty of other days that don’t align with the K-12 schools.  
(Glass) I believe there is overwhelming evidence that people favor a three day Thanksgiving break.  
(Watnik) Also, sometimes people don’t make formal amendments. It will be sent to just one person.  
(Barrett) Hendrick, should there be an email sent out about any amendments to the calendar?  
(Glass) If an email gets sent out about amendments, then you will get a ton of amendments about the calendar.  
(Lu) Do we know how the Students feel? |
<table>
<thead>
<tr>
<th>FDEC</th>
<th>Diversity should be a part of the Semester Conversion process like sustainability. And if it is a part of the conversion there are concerns over funding.</th>
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</thead>
<tbody>
<tr>
<td>GE Subcommittee</td>
<td>The GE framework has gone to the Senate.</td>
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### 4. Acatalog and Curriculog Presentation

**Presentation By John Schoenborn**

- **Overview**
  - The goal is to make sure that the catalog had a lot of information because that is where people often look for answers.
  - Interactive E-Catalog will come with tools such as:
    - Website integration
    - Specific searches
    - Social network integration
    - Mobile device enabled
    - Personalization path to admissions
    - Rich media integration
  - Dashboard proposals also come with a summary tab
  - The approval process in Curriculog can have unlimited steps and forms, but that is not recommended because it can overwhelm the faculty.
  - The system allows for you to invoke conditions.
  - The ability to see proposal history.
  - Can manage unlimited attachments and they can be tracked.
  - The ability to print proposals and agendas.
  - Proposals not voted on will stay on the agenda for the next meeting.
  - Groups will be able to comment on proposals
    - (Dobb) Can you add attributes that won’t be visible to everyone? (Schoenborn) Yes.
    - (Murphy) What about course equivalency and grade forgiveness? Can that information be private to some and not seen by others? (Schoenborn) Yes.
  - Information rolls over pre catalog cycle.
  - Objectives can be exported
    - (McCrea) how do departments introduce all of the documents (new course proposals) into Curriculog? Is there an option to cut and paste? (Schoenborn) They can be manually typed or cut and paste from a word document
    - Forms builder allows for any field that is needed
    - (Wiley) does it work the same for changing programs (Schoenborn) Yes.
  - Faculty will be given a lot of tools to track and see proposals.
    - There is an option for individual dashboards.
    - There is an option to create a watch list to track program and class proposals that you are interested in.
  - **General Discussion**
    - (Glass) Is this a course by course process? (Schoenborn) Yes.
    - (Wiley) We have 2,500 to 3,000 courses that need changing.
    - (Schoenborn) As you make changes, Curriculog is very flexible. You can do mass spreadsheet uploads.
    - (Hird) So the issue is where do you start? Do you start at the
Faculty level or do you start at the Committee level?
(Glass) Can this program be used for discussion
(Schoenborn) Yes.
(Singley) What advice should we give to prepare and train faculty on using the system?
(Schoenborn) You can guide users on the forms. There will only be two or three forms people will be using.
(Wiley) When departments submit plans they also include deliverables, which may not be course related.
(Schoenborn) You can add attachments.
(Wiley) Can you upload documents in a bundle?
(Schoenborn) Yes. And it will stay with the proposal and you will be able to track the attachments. It is fast when people start using it.
(McCrea) There are a lot of strong positives, but the original upload is concerning.
(Wiley) That is what is originally required.
(Singley) It might be better because if you are just converting you can copy and paste, then make some minor adjustments.
(Calvo) When is this available?
(Donnelly) As soon as we are trained, and able to instruct faculty. Maybe six to eight weeks.
(Calvo) We wanted it to be available during the summer to be efficient. You are assuming a lot organization some faulty don’t have.
(McCrea) Programs may need support with the original upload.
(Calvo) Without having the current forms it could create double work if things are missed and wrong.
(Dobb) How do we speed this up?
(Wiley) We can explore all of these options but we don’t want to promise anything.
(Glass) If we can get a rough outline of the forms and questions that will be helpful to faculty and upload support.
(Donnelly) We are trying to have that by early summer.

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<th>5. Communication/Announcements</th>
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<td>None</td>
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<th>6. Adjournment</th>
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<tr>
<td>Meeting adjourned</td>
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<td>2:09 PM</td>
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<tr>
<td>Next meeting 5/15/15 University Union 102</td>
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Meeting Notes – May 15, 2015 12-2 PM Bay View Room
Semester Conversion Steering Committee (SCSC)

| PRESENT | Thamer Alhatal, Diana Balgas, Eileen Barrett, Luz Calvo, Vicki Cosgrove, Linda Dobb, Hendrix Erhahon, Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Sally Murphy, Jason Singley, Mitch Watnik, Donna Wiley, Dianne Wood |
| ABSENT | Michael Moon, Glen Perry |
| GUESTS | Larry Bliss, Dennis Chester |
| AGENDA | No Changes, Motion to accept agenda, vote approved. M/S/P |
| MINUTES | Motion to accept agenda, vote approved. M/S/P |

**AGENDA ITEM**

1. **Introductions**
   - None

2. **Reports**
   - **Reports of the Co-Directors**
     - Barrett reports:
       - The Directors have received budgets and implementation plans from the college of CLASS and the college of Science; we expect them soon from CBE and CEAS.
       - Has requested that the chairs of the subcommittees convene their committees.
     - Singley reports:
       - There will be a meeting with the Deans to share the materials we have gathered about time modules from other semester or converting CSU campuses. A report will be written based on this material ExCom to make a task force.
       - Singley and Barrett had an informative meeting with advisors as part of the day of the advisors.
       - Met with Angela Schneider about the budget proposal for the registrar’s office. We will be meeting with all those involved with the budget requests.
   - **Report of the Associate Director**
     - McCrea report:
       - Met with outside accreditation group and there were questions regarding schedule blocks and lab scheduling.
       - Communication regarding Semester Conversion is making strides. There are links to the Semester Conversion on almost all CSUEB webpages.
       - Semester Conversion will have the ability to send campus wide emails.
       - There is also a call for lectures to serve on subcommittees.
       - Currently working on a Semester Conversion logo.
   - **Report of the Project Manager**
     - Perry reports:
       - Absent

3. **Reports of Affiliated Senate and Student Committees**
   - **ASI**
     - Has approved the subcommittee for Fall 2015.
     - There will be new Board members for the Fall of 2015.
   - **CAPR**
     - Proposal to postpone 5 year reviews will have a second reading at the Senate.
     - Calvo moved to appoint representatives for standing committee. Watnik opposes motion.
     - Watnik proposes the senate should appoint
representatives.
- Hendrick agrees. Some have already selected members for the standing committee.
(Calvo) So member selection might not happen until next year?
(Hendrick) It could. But there is still one more ExCom meeting.
- Calvo withdrew motion.
(Watnik) The committee could have a brief meeting by email to spread awareness.
- Wiley suggest a sub motion to ask ExCom to make the selection.
Vote: all in favor of motion.

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<tr>
<th>CIC</th>
<th>GE Framework is at the Senate.</th>
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<tbody>
<tr>
<td></td>
<td>Course numbering system is also at the Senate being discussed.</td>
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<td></td>
<td>Course form policy is going forward.</td>
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<td>Pre Requisite document is also going forward.</td>
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<td>The GE subcommittee sent a philosophy statement about the continuance of cluster courses.</td>
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<td>There is also discussion about writing courses, and sequencing classes before the fall of 2018.</td>
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<td>(Glass) Will 3 quarter sequencing be uniform?</td>
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<td></td>
<td>(Watnik) It could be. I learned at the Cal Poly Pomona trip that CSULA and CSU Bakersfield had different approaches to sequencing, such as offer the first course, offer bridge courses, or offer both as a 2.66 credit course under the semester system. This is an issue concerns both GE and Advising.</td>
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<thead>
<tr>
<th>EX COM</th>
<th>There are lots of things coming through to the Senate.</th>
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<tbody>
<tr>
<td></td>
<td>There will be a second reading of the calendar with a new proposal.</td>
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<td>GE Framework is at the Senate</td>
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<tr>
<th>FAC</th>
<th>Committee has some concerns. Transformation of diversity should be included in Semester Conversion like sustainability.</th>
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<tbody>
<tr>
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<td>Some ideas to make sure this happens would be a workshop or some training to keep people informed of diversity. They need help because time is short.</td>
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<td>(Woods) The ILO’s should incorporate diversity. Her office is willing to do the work in finding experts and providing space.</td>
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<td></td>
<td>(Wiley) Diversity could be incorporated in Faculty Development plans.</td>
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<td>(Balgas) AACE held a meeting about diversity and how sister campuses incorporate diversity.</td>
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<td>(Calvo) Cluster groups and women have not come up in Semester Conversion. There are strong opinions among faculty about how this will be done.</td>
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<td>Another committee concern is on the time crunch with the new software. Is there a team of supporters to help faculty?</td>
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<td>(Wiley) Can I post pone that answer until our next agenda item?</td>
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<td></td>
<td>(Woods) I understand the time crunch but I still think it should be addressed like the ILO’s</td>
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<tr>
<th>GE Subcommittee</th>
<th>Presented the GE Framework to ASI. There was a lot of thoughtful questions.</th>
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<tbody>
<tr>
<td></td>
<td>Framework is in the Senate.</td>
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<td>GE subcommittee is making a recommendation to continue with cluster model.</td>
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<td>Discussions on writing in the discipline requirement and if it is outside of the scope of CIC, and does it impact degree planning.</td>
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<td>There is discussion and questions on the Overlays, while recognizing the time crunch.</td>
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<td>(McClain) So Area F is gone and some things will move to Area C?</td>
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</table>
(Glass) Yes. If the ILOs of Area C allow for it, then it can be absorbed.
(McClain) But some things may just be gone if the ILOs don’t meet that course?
(Murphy) It’s not the ILO’s but the Outcomes, but yes somethings could disappear.
(Woods) Kinesiology is a large major, is it not a part of GE?
(Murphy) They have classes in GE. It’s the activity classes that are in jeopardy. But it is dependent on Student Outcomes and those are not determined yet.
(Alhathal) It is a major concern for ASI. The Board wants a full education and it can work out if we want it to.
(Murphy) I understand the seriousness of this. Classes may not count for GE but will count for course credit for graduation.
(Woods) We have to keep in mind the diversity of our campus. With that diversity also comes will some unhealthy habits.
(Singley) Students pay for the Rec Center and can use that.
(McClain) Students may be scared and not go.
(Erhahon) As a student I have gone 2 times this year because my schedule does not allow for it, but if it is a class that is required I would go.
(Alhathal) The Rec Center is a service not a class.

4. Update on Curriculog

- Had the kick of meeting for the catalog product.
- The system is really user friendly.
- Understands that there is a time line but the training will take as long as it takes.
- The last training meeting will take place on August 7th 2015.
- Any work on the part of APGS is a priority.
- Curriculog is next. It will start 10 to 12 weeks from August 7th.
- Approving new course request from that is going through CIC. It should be close to what is needed.
- Looking at the program change form.
- Worst case scenario Sarah Obare will try to help with the forms.
- (Glass) will it take an extensive amount of time?
  (Wiley) No.
- (McClain) Will there be training?
  (Chester) Who will be trained?
- (Wiley) That is to be determined. But the timeline is what it is.
- (McCrea) Has Tamra had any other contact with sister campuses who use this system?
- (Wiley) We have been in contact with Fullerton. They are about 6 months ahead of us.
- (McCrea) Outside accrediting may provide funding for administrators to help with uploading documents.

5. Timeline and Plan Revisited

- Timeline Chart
  - Created the subcommittee structure, and these committees will soon be convened
- Department Budgets and Proposals have been submitted. The Directors think they will be able to make recommendations to the Provost and get funding by June 1st.
- GE framework has been proposed.
- Programs that have started:
  - Many have. They have held meetings to start talking about conversion.
- GE course conversion: needs more time, and the timeline will be revised.
- (Watnik) ExCom approved CIC to name GE Subcommittee, so theoretically they can start in the fall.
- (Barrett) We do need members from the college of CLASS.
(Chester) I will reach out to them.

- **Actions Completed**
  - Timeline
  - Framework for Steering Committee
  - Student Pledge
  - Questions and Answers
  - Website that is well Advertised
  - Model for department budgets
  - Framework for the subcommittees

- **Senate Actions**
  - 14-15 FAC 12: Calendar
  - 14-15 CAPR 18: Suspension of the 5 year review
  - 14-15 CIC 10: Course numbering
  - 14-15 CIC 36: Review Policies
  - 14-15 CIC 37: GE Framework
  - 14-15 CIC 28: New course proposal form

- **Risks and Remediation 1**
  - Calendar does not pass this spring.
    - Faculty assumes a 15 week semester.
    - Administrators develop a mock calendar.

- **Risks and Remediation 2**
  - Curriculum form not ready this summer.
    - Encourage faculty to start with high level planning (see APGS Guide).
    - Form templates available in June.
    - Let faculty use existing form.
    - Have staff available to transfer information into the new system.
      - (McCrea) It's not the form, but the format that is concerning.
      - (Singley) Yes. It is both, and how do we get staff to help on entering?
      - (Wiley) Put it in the department budget.
      - (Calvo) Aren't the forms staying the same?
      - (Wiley) There will be little changes
      - (Watnik) The changes will allow for better articulation. For example is it GE, a service class, etc.
      - (Calvo) Where is it in the review process?
      - (Watnik) CIC has passed it and it is in the Senate now.

- **Risks and Remediation 3**
  - Faculty concerns of transitioning to new review technology
    - Make Curriculog a priority
    - Give frequent updates
    - Begin training faculty as early as possible
    - Have staff available to help input information to new system.
      - (Watnik) CIC can be used as an information vehicle.
      - (McCrea) CIC doesn’t have the ability to send mass email.
      - (Hendick) We usually go through Linda Dobb’s office.

- **Risks and Remediation 4**
  - Curriculog is not ready in the Fall
    - Contact other adoptees to evaluate vendor timeline.
    - Consider incentives to the vendor.
    - What are contingency plans?
      - (Singley) What happens in August if the vendor...
needs one or two more months?
(Wiley) We use SharePoint
(Lu) By Fall, will we have a clear picture when we can start Curriculog?
(Wiley) I don’t know. Worst case scenario is cut and paste.
(Woods) are we pushing program changes?
(Watnik) I am not sure CIC is pushing Curriculog. We can still use the old forms. Faculty won’t be responsible for retyping all of that information. It will just but a lot of work on the Admin Staff.
(McCrea) But Curriculog is beneficial to other systems going forward.
(Wiley) We can still use the old system of its not ready.

- Risks and Remediation 5
  - GE Framework does not pass this spring.
    o The proposal is well developed, and vetted.
    o Survey programs close to 120 unit maximum
    o Allow Grad programs and low unit Undergrad programs to be reviews first.

- Risks and Remediation 6
  - GE learning outcomes not available until the end of Fall 2015.
    o Survey programs to gauge impact
    o Develop specific due dates for each college
    o Delay conversion until summer of 2016 for most impacted programs
  (Calvo) how do we decide what programs are deeply embedded in GE? Where do we draw the line? It would be fair to get until next summer. Departments will need time to develop.
  (Young) I would like to ask GE to delay a year because it could potentially excluded diversity, clusters, and women. I’m worried that we might end up teaching our diverse students without more fully incorporating diversity, social justice, and sustainability as proposed by the Cultural Groups and Women’s subcommittee. FDEC feels we deserve the time to look at GE. We need to take the time to process this like the ILO process. It is worth slowing down.
  (Glass) Overlays (Diversity, cultures and women) can be satisfied with and without GE. Does it have to be centered around GE?
  (Calvo) we need time for substantive contact.
  (Watnik) FDEC please be careful about stepping on other committee’s toes.
  (Barrett) FDEC does have a charge to look at degree requirements and to collaborate on ILO’s to promote learning. The CGW’s subcommittee presented our proposal to FDEC and invited their members to help with the development of the SLOs for the proposal. We also have worked with the faculty sustainability group. We value the collaboration with FDEC, seeing clear connections between the diversity of the curriculum and the hiring of a diverse faculty.
  (Singley) Gale, can you talk about what you think needs to happen? And how do we organize to allow for time in Semester Conversion?
(Young) We didn’t get that far, but we feel we have a responsibility to continue to promote this. 
(Dobb) At the Pomona trip, I saw some schools took their golden four and put it as upper division. Can we make them themes in upper division? And when do we make that statement? 
(Barrett) Culture groups and women presented to the GE subcommittee. 
(Singley) People are still discussing this in GE. 
(Watnik) Should we discuss if this is the right place for these items? 
(Woods) Can you give an example of what you mean? 
(Watnik) Is it electives or GE? 
(Glass) Does it have to be in GE and are the Outcomes in the right place? Is it consistent in what we deliver to our students? 
(McClain) Are graduation requirements based on the college or university? And is there more room to allow for these things? 
(Murphy) GE subcommittee is being pressed to keep GE low and others want to expand. Majors can use all 120 units and make those decisions. 
(McClain) If we don’t require it, where will it be? 
(Wiley) The Senate passed a document requiring all programs to link two ILO’s outside of the major. So there will be some coverage. 
(Glass) But the language is confusing because it doesn’t specify in GE or outside GE. Introducing additional requirements can be controversial. 
(Watnik) The Pomona trip brought up this issue of GE requirements and Graduation requirements. We need to define the difference between the two. Students will ask why they have done all the GE but are not graduating. They don’t know about graduation requirements. 
(Wiley) The more complex we make the GE and graduation requirements, we have to keep in mind the Degree Audit. 
(Singley) The degree audit is also a risk as we move forward to Semester Conversion because it will affect advising. 
(Dobb) Advising has been done with pencil and paper. 
(Balgas) It takes a long time and is it accurate? 
(Singley) Is there a consensus? 
(Calvo) I make a motion to push back conversion for a year. 2nd by McClain. 
(Glass) we should wait to the end of this year or to the beginning of next to see where the conversation is headed before we post pone. 
(Chester) I agree with Glass. We don’t need to post pone now. There will be things passed that can make this discussion easier. 
(Alhathal) If every argument pushes conversion back a year we will never convert. 
(McCrea) can we move the discussion past the fall time line? 
(Woods) The timeline is making it hard to make a comfortable decision. My fear is that social justice and diversity get pushed to electives. 
(Erthahon) I think we should not extend
conversion another year. Everyone has strong opinions. We should not lose sight of the students. And I saw that today. It is not recommended to push it back. Let’s find a solution and move forward.

- Motion to recommend to push back conversion:
  o All in favor 2
  o opposed 12
  o Abstain 3
  o Absent 2

6. Communication/Announcements

None

7. Adjournment

Meeting adjourned 2:10 PM

Next meeting 5/29/15 University Union 102
### Agenda

**Present**
Thamer Alhatal, Diana Balgas Eileen Barrett, Luz Calvo, Vicki Cosgrove Linda Dobb, Hendrix Erhahon Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Sally Murphy, Jason Singley, Mitch Watnik, Donna Wiley, Dianne Wood

**Absent**
Michael Moon, Glen Perry

**Guests**
Larry Bliss, Dennis Chester,

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

### Agenda Item

<table>
<thead>
<tr>
<th>1. Introductions</th>
<th>None</th>
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| 2. Reports | Barrett reports:
- The Directors have received budgets and implementation plans from the college of CLASS and the college of Science; we expect them soon from CBE and CEAS.
- Has requested that the chairs of the subcommittees convene their committees.

Singley reports:
- There will be a meeting with the Deans to share the materials we have gathered about time modules from other semester or converting CSU campuses. A report will be written based on this material ExCom to make a task force.
- Singley and Barrett had an informative meeting with advisors as part of the day of the advisors.
- Met with Angela Schneider about the budget proposal for the registrar’s office. We will be meeting with all those involved with the budget requests.

McCrea report:
- Met with outside accreditation group and there were questions regarding schedule blocks and lab scheduling.
- Communication regarding Semester Conversion is making strides. There are links to the Semester Conversion on almost all CSUEB webpages.
- Semester Conversion will have the ability to send campus wide emails.
- There is also a call for lectures to serve on subcommittees.
- Currently working on a Semester Conversion logo.

Perry reports:
- Absent

3. Reports of Affiliated Senate and Student Committees

**ASI**
- Has approved the subcommittee for Fall 2015.
- There will be new Board members for the Fall of 2015.

**CAPR**
- Proposal to postpone 5 year reviews will have a second reading at the Senate.
- Calvo moved to appoint representatives for standing committee. Watnik opposes motion.
- Watnik proposes the senate should appoint
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<th>CIC</th>
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<td>- GE Framework is at the Senate.</td>
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<td>- Course numbering system is also at the Senate being discussed.</td>
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<td>- Course form policy is going forward.</td>
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<td>- Pre Requisite document is also going forward.</td>
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<td>- The GE subcommittee sent a philosophy statement about the continuance of cluster courses.</td>
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<td>- There is also discussion about writing courses, and sequencing classes before the fall of 2018.</td>
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<td>(Glass) Will 3 quarter sequencing be uniform?</td>
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<td>(Watnik) It could be. I learned at the Cal Poly Pomona trip that CSULA and CSU Bakersfield had different approaches to sequencing, such as offer the first course, offer bridge courses, or offer both as a 2.66 credit course under the semester system. This is an issue concerns both GE and Advising.</td>
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<td>- There are lots of things coming through to the Senate.</td>
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<td>- There will be a second reading of the calendar with a new proposal.</td>
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<td>- GE Framework is at the Senate</td>
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<td>- Committee has some concerns. Transformation of diversity should be included in Semester Conversion like sustainability.</td>
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<td>- Some ideas to make sure this happens would be a workshop or some training to keep people informed of diversity. They need help because time is short.</td>
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<td>(Woods) The ILO’s should incorporate diversity. Her office is willing to do the work in finding experts and providing space.</td>
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<td>(Wiley) Diversity could be incorporated in Faculty Development plans.</td>
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<td>(Balga) AACE held a meeting about diversity and how sister campuses incorporate diversity.</td>
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<td>(Calvo) Cluster groups and women have not come up in Semester Conversion. There are strong opinions among faculty about how this will be done.</td>
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<td>- Another committee concern is on the time crunch with the new software. Is there a team of supporters to help faculty?</td>
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<td>(Wiley) Can I post pone that answer until our next agenda item?</td>
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<td>(Woods) I understand the time crunch but I still think it should be addressed like the ILO’s</td>
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<td>- Presented the GE Framework to ASI. There was a lot of thoughtful questions.</td>
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<td>- Framework is in the Senate.</td>
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<td>- GE subcommittee is making a recommendation to continue with cluster model.</td>
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<td>- Discussions on writing in the discipline requirement and if it is outside of the scope of CIC, and does it impact degree planning.</td>
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<td>- There is discussion and questions on the Overlays, while recognizing the time crunch.</td>
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<td>(McClain) So Area F is gone and some things will move to Area C?</td>
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(Glass) Yes. If the ILOs of Area C allow for it, then it can be absorbed.
(McClain) But some things may just be gone if the ILOs don’t meet that course?
(Murphy) It’s not the ILO’s but the Outcomes, but yes somethings could disappear.
(Woods) Kinesiology is a large major, is it not a part of GE?
(Murphy) They have classes in GE. It’s the activity classes that are in jeopardy. But it is dependent on Student Outcomes and those are not determined yet.
(Alhathal) It is a major concern for ASI. The Board wants a full education and it can work out if we want it to.
(Murphy) I understand the seriousness of this. Classes may not count for GE but will count for course credit for graduation.
(Woods) We have to keep in mind the diversity of our campus. With that diversity also comes will some unhealthy habits.
(Singley) Students pay for the Rec Center and can use that.
(McClain) Students may be scared and not go.
(Erhahon) As a student I have gone 2 times this year because my schedule does not allow for it, but if it is a class that is required I would go.
(Alhathal) The Rec Center is a service not a class.

4. Update on Curriculog

- Had the kick of meeting for the catalog product.
- The system is really user friendly.
- Understands that there is a time line but the training will take as long as it takes.
- The last training meeting will take place on August 7th 2015.
- Any work on the part of APGS is a priority
- Curriculog is next. It will start 10 to 12 weeks from August 7th
- Approving new course request from that is going through CIC. It should be close to what is needed.
- Looking at the program change form.
- Worst case scenario Sarah Obare will try to help with the forms.
  (Glass) will it take an extensive amount of time?
  (Wiley) No.
  (McClain) Will there be training?
  (Chester) Who will be trained?
  (Wiley) That is to be determined. But the timeline is what it is.
  (McCrea) Has Tamra had any other contact with sister campuses who use this system?
  (Wiley) We have been in contact with Fullerton. They are about 6 months ahead of us.
  (McCrea) Outside accrediting may provide funding for administrators to help with uploading documents.

5. Timeline and Plan Revisited

- Timeline Chart
  - Created the subcommittee structure, and these committees will soon be convened
- Department Budgets and Proposals have been submitted. The Directors think they will be able to make recommendations to the Provost and get funding by June 1st.
- GE framework has been proposed.
- Programs that have started:
  - Many have. They have held meetings to start talking about conversion.
- GE course conversion: needs more time, and the timeline will be revised.
  (Watnik) ExCom approved CIC to name GE Subcommittee, so theoretically they can start in the fall.
  (Barrett) We do need members from the college of CLASS
(Chester) I will reach out to them.

- Actions Completed
  - Timeline
  - Framework for Steering Committee
  - Student Pledge
  - Questions and Answers
  - Website that is well Advertised
  - Model for department budgets
  - Framework for the subcommittees

- Senate Actions
  - 14-15 FAC 12: Calendar
  - 14-15 CAPR 18: Suspension of the 5 year review
  - 14-15 CIC 10: Course numbering
  - 14-15 CIC 36: Review Policies
  - 14-15 CIC 37: GE Framework
  - 14-15 CIC 28: New course proposal form

- Risks and Remediation 1
  - Calendar does not pass this spring.
    - Faculty assumes a 15 week semester.
    - Administrators develop a mock calendar.

- Risks and Remediation 2
  - Curriculum form not ready this summer.
    - Encourage faculty to start with high level planning (see APGS Guide).
    - Form templates available in June.
    - Let faculty use existing form.
    - Have staff available to transfer information into the new system
      (McCrea) It’s not the form, but the format that is concerning.
      (Singley) Yes. It is both, and how do we get staff to help on entering?
      (Wiley) Put it in the department budget.
      (Calvo) Aren’t the forms staying the same?
      (Wiley) There will be little changes
      (Watnik) The changes will allow for better articulation. For example is it GE, a service class, etc.
      (Calvo) Where is it in the review process?
      (Watnik) CIC has passed it and it is in the Senate now.

- Risks and Remediation 3
  - Faculty concerns of transitioning to new review technology
    - Make Curriculog a priority
    - Give frequent updates
    - Begin training faculty as early as possible
    - Have staff available to help input information to new system.
      (Watnik) CIC can be used as an information vehicle.
      (McCrea) CIC doesn’t have the ability to send mass email.
      (Hendick) We usually go through Linda Dobb’s office.

- Risks and Remediation 4
  - Curriculog is not ready in the Fall
    - Contact other adoptees to evaluate vendor timeline.
    - Consider incentives to the vendor.
    - What are contingency plans?
      (Singley) What happens in August if the vendor
needs one or two more months?
(Wiley) We use SharePoint
(Lu) By Fall, will we have a clear picture when we can start Curriculog?
(Wiley) I don’t know. Worst case scenario is cut and paste.
(Woods) are we pushing program changes?
(Watnik) I am not sure CIC is pushing Curriculog. We can still use the old forms.
Faculty won’t be responsible for retyping all of that information. It will just be a lot of work on the Admin Staff.
(McCrea) But Curriculog is beneficial to other systems going forward.
(Wiley) We can still use the old system of its not ready.

- Risks and Remediation 5
  - GE Framework does not pass this spring.
    o The proposal is well developed, and vetted.
    o Survey programs close to 120 unit maximum
    o Allow Grad programs and low unit Undergrad programs to be reviews first.
- Risks and Remediation 6
  - GE learning outcomes not available until the end of Fall 2015.
    o Survey programs to gauge impact
    o Develop specific due dates for each college
    o Delay conversion until summer of 2016 for most impacted programs
(Calvo) how do we decide what programs are deeply embedded in GE? Where do we draw the line? It would be fair to get until next summer. Departments will need time to develop.
(Young) I would like to ask GE to delay a year because it could potentially excluded diversity, clusters, and women. I’m worried that we might end up teaching our diverse students without more fully incorporating diversity, social justice, and sustainability as proposed by the Cultural Groups and Women’s subcommittee. FDEC feels we deserve the time to look at GE. We need to take the time to process this like the ILO process. It is worth slowing down.
(Glass) Overlays (Diversity, cultures and women) can be satisfied with and without GE. Does it have to be centered around GE?
(Calvo) we need time for substantive contact.
(Watnik) FDEC please be careful about stepping on other committee’s toes.
(Barrett) FDEC does have a charge to look at degree requirements and to collaborate on ILO’s to promote learning. The CGW’s subcommittee presented our proposal to FDEC and invited their members to help with the development of the SLOs for the proposal. We also have worked with the faculty sustainability group. We value the collaboration with FDEC, seeing clear connections between the diversity of the curriculum and the hiring of a diverse faculty.
(Singley) Gale, can you talk about what you think needs to happen? And how do we organize to allow for time in Semester Conversion?
(Young) We didn’t get that far, but we feel we have a responsibility to continue to promote this.
(Dobb) At the Pomona trip, I saw some schools took their golden four and put it as upper division. Can we make them themes in upper division? And when do we make that statement?
(Barrett) Culture groups and women presented to the GE subcommittee.
(Singley) People are still discussing this in GE.
(Watnik) Should we discuss if this is the right place for these items?
(Woods) Can you give an example of what you mean?
(Watnik) Is it electives or GE?
(Glass) Does it have to be in GE and are the Outcomes in the right place? Is it consistent in what we deliver to our students?
(McClain) Are graduation requirements based on the college or university? And is there more room to allow for these things?
(Murphy) GE subcommittee is being pressed to keep GE low and others want to expand. Majors can use all 120 units and make those decisions.
(McClain) If we don’t require it, where will it be?
(Wiley) The Senate passed a document requiring all programs to link two ILO’s outside of the major. So there will be some coverage.
(Glass) But the language is confusing because it doesn’t specify in GE or outside GE. Introducing additional requirements can be controversial.
(Watnik) The Pomona trip brought up this issue of GE requirements and Graduation requirements. We need to define the difference between the two. Students will ask why they have done all the GE but are not graduating. They don’t know about graduation requirements.
(Wiley) The more complex we make the GE and graduation requirements, we have to keep in mind the Degree Audit.
(Singley) The degree audit is also a risk as we move forward to Semester Conversion because it will affect advising.
(Dobb) Advising has been done with pencil and paper.
(Balgas) It takes a long time and is it accurate?
(Singley) Is there a consensus?
(Calvo) I make a motion to push back conversion for a year. 2nd by McClain.
(Glass) we should wait to the end of this year or to the beginning of next to see where the conversation is headed before we post pone.
(Chester) I agree with Glass. We don’t need to post pone now. There will be things passed that can make this discussion easier.
(Alhathal) If every argument pushes conversion back a year we will never convert.
(McCrea) can we move the discussion past the fall time line?
(Woods) The timeline is making it hard to make a comfortable decision. My fear is that social justice and diversity get pushed to electives.
(ErAhon) I think we should not extend
conversion another year. Everyone has strong opinions. We should not lose sight of the students. And I saw that today. It is not recommended to push it back. Let’s find a solution and move forward.

- Motion to recommend to push back conversion:
  - All in favor 2
  - opposed 12
  - Abstain 3
  - Absent 2

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<th>6. Communication/Announcements</th>
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| 7. Adjournment                 | Meeting adjourned  2:10 PM  
|                                | Next meeting 5/29/15 University Union 102 |
Meeting Notes – May 29, 2015 12-2 PM Bay View Room
Semester Conversion Steering Committee (SCSC)

PRESENT
Eileen Barrett, Luz Calvo, Linda Dobb, Hendrix Erhahon Julie Glass, Michael Hedrick, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Glen Perry, Jason Singley, Mitch Watnik, Donna Wiley, Dianne Woods

ABSENT
Thamer Alhatal, Diana Balgas, Vicki Cosgrove, Michael Moon, Sally Murphy

GUESTS
Larry Bliss, Rafael Hernandez

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

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

AGENDA ITEM
1. Questions & Answers Working Session: Staff

Vote to approve document: all in Favor. Document will be posted to the Semester Conversion website.

2. Reports

Barrett reports:
- The Directors are reviewing budget proposals and will meet some departments to help justify costs.
- The Directors will meet with the Provost on Monday
- Directors have also met with the Administrative Departments
- ExCom has selected Julie Wong to join in sponsoring Semester Conversion.
- ExCom also helped select faculty for the Semester Conversion Sub Committees.

(Dobb) How much release time do faculty get?
(Barrett) 4 wtu’s, except for members of Faculty development. They will get an additional stipend for summer to help with back to the bay and other events.

(McCrea) Unless you are on the Steering Committee, then you have already been paid.

(Singley) We are considering revising steering committee compensation for faculty. We can discuss this at the end of the meeting.

(Woods) Can we add a member from Diversity?
(Barrett) Yes, I’d like to make a motion to add a member to the Faculty Development subcommittee. 2nd by Perry. Vote: all in favor to add a member from Diversity to the subcommittee.

Singley reports:
- Presenting report on Department Budget Proposals and Implementation Plans

McCrea report:
- Sending logo through various departments for feedback.
- (Glass) It would be helpful if on Semester Conversion Website a packet was there with all the resources needed to faculty with conversion.

(McCrea) Yes, we have the link to APGS already on the website (Glass) But I wouldn’t event know to go to APGS. Can it still include a packet?
(Calvo) Can it also include a checklist?
Perry reports:

- It’s been decided that we will do a Fit Gap Analysis. The fit gap will be one over summer, with the hope to have it done by fall.
- We will develop a work scope and depending on the gaps the CO’s will pay for 75% of it or all of it.
- Our Semester Conversion budget is on track with the other campuses converting.

(Singley) The administration budget outside of IT is 10 million? (Perry) Yes, non-curricular budget is 10 million.

(Singley) The Ballone report had a budget of 16 million including IT budget.

(Perry) After the fit gap, I don’t think ITS budget will be 9 million. There is some double counting but that is just our campus. The CO’s office is experienced and has done this two times before.

(Dobb) The most expensive thing is the PeopleSoft consultants. (McCrea) I felt like the fit gap really help other campuses converting to semesters.

3. Reports of Affiliated Senate and Student Committees

ASI

- Will release ASI Newsletter on June 5th. It will include Semester conversion initiative. The newsletter will be passed out to the incoming freshman and transfers students at orientation. That is approx. 2400 students.

(Singley) Can we know who will be replacing the ASI committee members? (Erhahon) It’s in the Pioneer News Paper.

CAPR

- No report

CIC

- Issues with the course numbering document which will be discussed next Tuesday’s meeting.
- There was also some discussion on the bridge course and how to get the departments to start thinking about academic year 17-18 and 18-19.

EX COM

- Calendar passed in the Senate.
- Last Senate meeting is Tuesday
- There will be a second reading of the course number document and the GE framework.
- Documents that need to get passed can get the first reading waived if need be.

FAC

- There is a research proposal being discussed for next year.

FDEC

- No report

GE Subcommittee

- The GE framework will get a second reading at the Senate
- Issues on the 2nd writing course will need some clarification.
- Subcommittee wants to keep Area E, and has sent a statement to the senate.
- Subcommittee sent a recommendation about overlays to CIC.

(Watnik) CIC is done and the document won’t be read until next year.

(Barrett) Is there a time certain for the GE framework

(Hendrick) Not currently

(Barrett) When is the last meeting?

(Glass) Next Tuesday

(Singley) Are there any updates on the subcommittees?

(Barrett) Yes, Dobb the chair of advising what do you have planned.

(Dobb) I have been with Larry Bliss and all 21 faculty have agreed to come only missing 4 students which will come next year.

(Watnik) Is there still and email list?

(Bliss) There was, we tried to revive that list that Opp and Balgas had when they chaired but only 2 faculty responded.

(Watnik) I would like to be on that list.
(Dobb) We need to resurrect that list, but I believe you responded to the email.
(Glass) Maybe all department chairs should be on the list. It would be helpful for faculty advisors.
(Dobb) Watnik would you like to help faculty advisors?
(Watnik) Yes.
(Barrett) Perry what about the administrative subcommittee?
(Perry) Time this summer will be spent on the fit gap analysis, and the administrative calendar to overlay the academic calendar.
(Barrett) Balgas is working on the co-curricular subcommittee.
Glass and Jessica Weiss are working on faculty development.
(Glass) I just got the faculty list, am I the chair?
(Barrett) Co-Chair
(McCrea) Can I make a request that all the chairs of the subcommittees list members and make sure all the members are met?

4. Report on Department Budget Proposals and Implementation Plans

Singley Reports
- Department budget updates
  - Background Funding
    o 12-13 COBRA 2
    o Bellone report
    o CSU Bakersfield and LA
    o CSU Pomona
  - East Bay Conversion Estimates
    o COBRA: 3.5 million
    o Bellone: 2.5 million
    o Pomona: 1.9 - 2.4 million
    o CSU LA/Bakersfield: 1 million
  - Funding Model
    o Two levels transformation and conversion
    o Separate funding for GE and Service Classes
- Comparing Budget proposals and requests
  - Actual program and service classes cost: 2.4 million
  - Actual GE: to be determined.
  (Glass) If the GE outcomes change will that change the budget?
  (Singley) It can. GE will be funded like service classes unless something changes. The steering committee could make a recommendation.
  (Calvo) I am confused about GE part. Did departments put that in the request for GE?
  (Singley) No. We asked programs not too. We will be working with GE to figure out funding.
  (Calvo) Departments that teach a lot of GE will be missing out on funding. If the overlays go through it will be a lot of work.
  (Singley) We want to fund faculty appropriately. Maybe we should add another line addressing funding for major courses that also count towards GE.
  (Watnik) The problem with the funding model that Calvo is talking about is creating a new course. Not transforming or converting.
  (Singley) That's why we left it out. But we still have work to do and over summer a model could be made to add this point.
- Conversion vs Transformation
  o Departments transforming: 81%
  o Departments converting: 11%
  o Departments that are mixed 8%
  (Barrett) some really exciting plans. The first that comes to mind is the history department. They are transforming focusing on career skills, going from 5
offerings to 3, also they will increase high impact practices and focus on ILOs.
(McCrea) I was impressed with the level of proposals from all the departments. The departments are really engaged.
(Barrett) Overall, there was a lot of good feedback and an increase in high impact practices.

- Budget Process
  o 65% of request have been recommended for funding and forwarded to the Provost.
  o Directors will meet with some departments that need additional information. Those departments have a re-submit date of June 12th

- Program timeline
  o Service classes: 10/12/15 – 12/11-15
  o Graduate and credential: 11/16/15 – 2/12/16
(Singley) Majority of the work to be done over summer
(Woods) What does that look like? Is it individual or in groups
(Singley) Majority of the plans we saw the work was in groups.
(Glass) Seeing all the departments moving forward it would be really helpful to have a packet of required curriculum elements.
(Wiley) It’s on the APGS website. The course proposal is there, not much has changed.
(Calvo) We just want it to be clear and not have to go back reformat the work we have done.
(Woods) Could you produce a draft or a model as a guideline?
(Wiley) Yes it can be produced, it is just a matter of when.
(Woods) I would be willing to help.
(McCrea) Guidelines can be used from other schools to help with the process
(Calvo) CLASS wants to make a subcommittee to review curriculum.
(Lu) If the GE framework passes is that it? Can we move forward?
(Singley) Yes, with the President’s signature.
(Glass) Departments should be aware of the impact of overlays on their programs.

5. Plan for Next Year

- General Discussion
  (Dobb) Can we have a meeting with IT to know what they are working on and what they will need for funding? As curriculum moves forward people will wonder is the rest of the university ready.
  (McCrea) I understood that the subcommittees would bridge that gap.
  (Dobb) I don’t think that there is enough communication. Call all the subcommittees with the steering committee to get everybody on the same page.
  (Wiley) The fit gap will also be helpful in showing what we will need.
  (Singley) So will the packet, and checklist for faculty and chairs.
  (Wiley) We can make a packet but not everyone has to follow that model.
  (Glass) They in general would be helpful.
  (Calvo) Also with being on CAPR its clear not everyone knows what assessments are. A packet would be helpful for clarification.
(Glass) Could there a task force or a subcommittee to help Wiley? Or would that make it worse. Also are co-chairs for the subcommittee supposed to find the remaining membership?
(Barrett) Yes, Amanda will help.
(Watnik) Going back to assessments, should it be in the annual report? CAPR is not telling departments that our assessments are wrong.
(Wiley) CAPR is not meeting anymore
(Singley) Calvo and McCrea sit on EEC and are experts.
(McCrea) Are you saying Watnik that CAPR gives no feedback?
(Watnik) I don’t know. I could be wrong.
(Calvo) CAPR reads the annual reports but I am not the chair so I don’t know if that feedback goes to the departments. But can we talk about the delay? And how do I make a motion that will pass? Some programs will get some time outside of spring to finish conversion?
(Singley) Yes, but only some will go past that deadline.
(Glass) Could we do a rolling deadline?
(Singley) Luz is talking about program in which the major curriculum is deeply interconnected with GE.
(Calvo) Right.
(Dobb) Could we do some sort of deadline forgiveness to programs outside of that deadline?
(McCrea) I’m hearing a need to make an Ad Hoc committee.
(Singley) We have a good model. Hernandez, can you comment on this because it will effect some of your programs.
(Hernandez) I look at classes like seats and what students fill those seats for a particular class. Can departments write for an extension by showing GE impact within the program? If I look at my college over 50% of the seats are filled by students outside of the department. Also conversion workload is determined by the number of courses, not sections or number of students in the class.
(Singley) As a committee we could have a delayed timeline for highly impacted programs.
• Motion: Directors will solicit proposals for programs impacted by GE to delay deliverables fall quarter 2016.
(Barrett) Are we going to send this out to all departments?
(McCrea) The GE budget hasn’t been decided yet
(Singley) I know, but we know right now that some departments are highly impacted by GE and we could have them write a paragraph.
(Glass) We could request a justification for extension
(Perry) Do we need to delay on if we hit the risk with GE?
(Glass) We will hit that risk
(Watnik) Departments are struggling with unknown budgets and impacts.
(Lu) Justification is vague, can we use seats
(Singley) Seats may not be the right metric here. But does everyone understand what we are trying to do?
• Barrett to work on language, steering committee needs to be careful because they don’t want to broadcast to all departments that delaying is appropriate for everyone.
(Dobb) Should we wait until we have a budget?
(Singley) We can’t because some programs are heavily tied to GE.
• Vote to approve motion: all in favor. Motion approved

6. Communication/Announcements
None

7. Adjournment
Meeting adjourned 2:05 PM