## Semester Conversion Steering Committee

### 2015-2016

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<thead>
<tr>
<th>DATE</th>
<th>AGENDA</th>
<th>MINUTES</th>
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<tbody>
<tr>
<td>10/9/15</td>
<td>Agenda</td>
<td>Minutes</td>
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<tr>
<td>10/16/15</td>
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<tr>
<td>11/6/15</td>
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<td>12/4/15</td>
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<td>1/15/16</td>
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<td>2/12/16</td>
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<td>3/11/16</td>
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<tr>
<td>4/8/16</td>
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<td>5/13/16</td>
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<td>6/3/16</td>
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**Semester Conversion Steering Committee**
10/9/15  
12:00 - 2:00 PM  
University Union Oakland Concord Room

**Steering Committee Members:** Diana Balgas, Eileen Barrett, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, James Murray, Glen Perry, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu  
**Guests:** Debbie Chaw, Carolyn Nelson

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
<th>Presenter(s)</th>
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<tbody>
<tr>
<td>12 p.m.</td>
<td>Welcoming Remarks from Executive Co-Sponsors</td>
<td>Nelson, Interim Provost</td>
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<td>Chaw, Interim VP Admin &amp; Finance</td>
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<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>
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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>12:30 p.m. –</td>
<td>Report of the Subcommittees</td>
<td>Perry</td>
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<tr>
<td>1 p.m.</td>
<td>Administration Support</td>
<td>McCrea</td>
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<td></td>
<td>Communication</td>
<td>Barrett/Wiley</td>
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<td></td>
<td>Faculty Development/APGS</td>
<td>Dobb</td>
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<td>Student Advising</td>
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<td>Co-Curricular</td>
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<tr>
<td>1 p.m.-</td>
<td>Report of Senate and Student Committees</td>
<td>Lopez</td>
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<tr>
<td>1:20 p.m.</td>
<td>ASI</td>
<td>Wu</td>
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<td>1:20 p.m.</td>
<td>CAPR</td>
<td>Watnik</td>
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<td>1:20 p.m.</td>
<td>CIC</td>
<td>Hedrick</td>
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<td>1:20 p.m.</td>
<td>Ex Com</td>
<td>Murray</td>
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<td>1:20 p.m.</td>
<td>FAC</td>
<td>McClain</td>
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<td>1:20 p.m.</td>
<td>FDEC</td>
<td>Barrett</td>
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<td>GE Subcommittee</td>
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<tr>
<td>1:30 p.m.</td>
<td>Approval Process for SCSC and Subcommittee Referrals</td>
<td>Barrett</td>
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<tr>
<td>Time</td>
<td>Topic</td>
<td>Presenter</td>
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<td>1:30 p.m.-1:55 p.m.</td>
<td><strong>GE Funding Model</strong></td>
<td>Singley</td>
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<tr>
<td>2:00 p.m.</td>
<td><strong>Adjournment</strong></td>
<td>Singley/Barrett</td>
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Semester Conversion Steering Committee
10/16/15 12:00 -2:00 PM, UU 102

Steering Committee Members: Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

Guests: Rhonda Johnson

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<td>Report of the Subcommittees</td>
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<tr>
<td>12:40 p.m.-1 p.m.</td>
<td>Report of Senate and Student Committees</td>
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<td>1 p.m.-1:15 p.m.</td>
<td>Referrals and Information Items from SDC to Senate</td>
<td>Singley/Barrett</td>
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<tr>
<td></td>
<td><strong>15-16 ASCD 1:</strong> Semester Conversion and the General Education and Graduation Requirements Program (Referral to GE Subcommittee)</td>
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<td><strong>15-16 ASCD 2:</strong> Creation of a Taskforce for Class Session Time Modules and Final Exam Schedules for Semester Calendar (Referral to ExCom, Information Item to Senate)</td>
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<td><strong>15-16 ASCD 3:</strong> Revision of 14-15 CIC 10 Course Numbering Regime Under Semesters (Referral to CIC)</td>
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<td><strong>15-16 ASCD 4:</strong> Semester Conversion Steering Committee and Subcommittees Membership (Information Item to ExCom and Senate)</td>
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<td><strong>15-16 ASCD 5:</strong> Registration Calendar for Semesters</td>
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<td>1:15 p.m.-</td>
<td>Discussion: Referral from the Administrative Support Committee</td>
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<td>1:30 p.m.</td>
<td>Change of Summer from Leading to Trailing Term beginning with the 17-18</td>
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<td>Financial Aid Year</td>
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<td></td>
<td><em>Time Certain 1:15 with Rhonda Johnson</em></td>
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<td>1:30 p.m.</td>
<td>Timeline for Advising</td>
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<tr>
<td>2 p.m.</td>
<td>to meet Student Pledge</td>
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### Semester Conversion Steering Committee

**11/6/15**  
**12:00 - 2:00 PM**  
**SA 4350**

**Steering Committee Members:** Monica Abruzzo, Diana Balgas, Eileen Barrett, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, James Murray, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

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<td>12:10 p.m.</td>
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<td>12:10 p.m.</td>
<td><strong>Report of the Co-Directors</strong></td>
<td>Singley/Barrett</td>
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<td>12:20 p.m.</td>
<td><strong>Report of the Subcommittees</strong></td>
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<td>12:40 p.m.</td>
<td><strong>Reports of Senate and Student Committees</strong></td>
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<tr>
<td>1 p.m.</td>
<td><strong>Discussion: Proposed timeline for degree audit completion on the quarter</strong></td>
<td>Salvador/Saldahha</td>
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<tr>
<td>1:30 p.m.</td>
<td><strong>Discussion: Referral from Administrative Review Subcommittee</strong></td>
<td>Perry</td>
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<tr>
<td>1:30 p.m.</td>
<td>a) Request for new staff in APGS</td>
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<tr>
<td>1:30 p.m.</td>
<td>b) Request for new staff and consultant to work on degree audit</td>
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<td>1:30 p.m.</td>
<td>c) Update on Financial Aid referral to change summer from leading to trailing</td>
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<td>2:00 p.m.</td>
<td><strong>Adjournment</strong></td>
<td>Singley/Barrett</td>
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Semester Conversion Steering Committee
12/4/15
12:00 - 2:00 PM
University Union 102

Steering Committee Members: Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

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<td>12:10 p.m.</td>
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<td>12:10 p.m.</td>
<td>Report of the Co-Directors</td>
<td>Singley/Barrett</td>
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<td>12:20 p.m.</td>
<td>Info Items: Referrals to Ex Com</td>
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<td>12:20 p.m.</td>
<td>Report of the Subcommittees</td>
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<tr>
<td>12:40 p.m.</td>
<td>Report of Senate and Student Committees</td>
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<tr>
<td>1 p.m. -</td>
<td>Executive Summary of the Fit Gap</td>
<td>Perry/Salvador</td>
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<tr>
<td>1:15 p.m.</td>
<td>Draft Semester Conversion Budget</td>
<td>Perry</td>
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<tr>
<td>1:30 p.m.</td>
<td>Discussion: Referral from the Administration Support Subcommittee</td>
<td>Rhonda Johnson</td>
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<tr>
<td>1:45 p.m.</td>
<td>Change of Summer from Leading to Trailing Term beginning with the 17-18</td>
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<td>Financial Aid Year</td>
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<tr>
<td>1:45 p.m.</td>
<td>Discussion: Updates to Questions &amp; Answers</td>
<td>McCrea</td>
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<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Singley/Barrett</td>
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# Semester Conversion Steering Committee

**1/15/16**  
**12:00 -2:00 PM**  
**UU 307A/B**

**Steering Committee Members:** Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

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<td><strong>Agenda Approval of Minutes</strong></td>
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<td>12:10 p.m. –</td>
<td><strong>Report of the Co-Directors</strong></td>
<td>Singley/Barrett</td>
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<td>12:20</td>
<td><strong>Curriculog</strong></td>
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<td>12:20 p.m. –</td>
<td><strong>Information Items: Referrals to Ex Com</strong></td>
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<td>12:20 p.m. –</td>
<td><strong>Report of the Subcommittees</strong></td>
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<tr>
<td>12:40 p.m. –</td>
<td><strong>Reports of Senate and Student Committees</strong></td>
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<tr>
<td>1:00 p.m. –</td>
<td><strong>Draft Semester Conversion Budget</strong></td>
<td>Perry</td>
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<tr>
<td>1:20 pm-</td>
<td><strong>Discussion: Updates to Questions and Answers</strong></td>
<td>McCrea</td>
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<tr>
<td>2:00 p.m.</td>
<td><strong>Adjournment</strong></td>
<td>Singley/Barrett</td>
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Semester Conversion Steering Committee
2/12/16
12:00 - 2:00 PM
University Union 102

Steering Committee Members: Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

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<td>Report of the Subcommittees</td>
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<td>12:40 p.m. –</td>
<td>Report of Senate and Student Committees</td>
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<tr>
<td>1 p.m.-</td>
<td>Taskforce Report on Time Module and Discussion</td>
<td>Watnik</td>
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<tr>
<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Barrett</td>
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Semester Conversion Steering Committee
3/11/16
12:00 - 2:00 PM
University Union 102

Steering Committee Members: Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCre, Michael Moon, Glen Perry, Veronica Salvador, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

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<td>Report of the Co-Director</td>
<td>Barrett</td>
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<td>12:15 p.m. –</td>
<td>Report of the Subcommittees</td>
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<tr>
<td>12:40 p.m. –</td>
<td>Report of Senate and Student Committees</td>
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<tr>
<td>1 p.m. –</td>
<td>Scope of Phase 2 Work and ERP</td>
<td>Salvador</td>
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<tr>
<td>1:30 p.m.</td>
<td>Degree Audit Timeline</td>
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<tr>
<td>1:30 p.m. –</td>
<td>Time Modules Update</td>
<td>Watnik</td>
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<tr>
<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Barrett</td>
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### Semester Conversion Steering Committee

4/8/16  
12:00 - 2:00 PM  
University Union 102

**Steering Committee Members:** Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

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<td>• Administrative Support</td>
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<td>• Co-curricular Support</td>
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<td>• Communication</td>
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<td>• Faculty Development</td>
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<td>• Student Advising</td>
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<td>1 p.m. –</td>
<td>Report of Student and Senate Committees</td>
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<td>• ASI</td>
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<td>• GE</td>
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<td>1:20 p.m. –</td>
<td>Communication Strategic Plan Discussion</td>
<td>Bliss and McCrea</td>
<td>1:20 p.m. –</td>
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<td>1:20 p.m. –</td>
<td>Update on Project Timeline</td>
<td>Perry</td>
<td>1:55 p.m.</td>
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<tr>
<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Barrett</td>
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### Semester Conversion Steering Committee

**5/13/16**  
**12:00 - 2:00 PM**  
**University Union 102**

**Steering Committee Members:** Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

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<td>University Hour Survey Results</td>
<td>Balgas</td>
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<td>Time Module TF Update</td>
<td>Watnik</td>
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<td>Academic Advising Strategies: Use of Holds</td>
<td>Scharberg</td>
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<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Barrett</td>
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# Semester Conversion Steering Committee

6/3/16  
12:00 - 2:00 PM  
University Union 102  

**Steering Committee Members:** Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Larry Bliss, Linda Dobb, Julie Glass, Mike Hedrick, Janeesha Jones, David Lopez, Xianjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Maureen Scharberg, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Diane Rush Woods, Meiling Wu

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<tr>
<th>Time</th>
<th>Agenda Item</th>
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<tr>
<td>12 p.m. –</td>
<td>Approval of Agenda</td>
<td>Hedrick</td>
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<td>12:10 p.m. –</td>
<td>Approval of Minutes</td>
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<td>Report of the Co-Directors</td>
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<td>Report of the Subcommittees</td>
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<td>1:05 p.m. – 1:20 p.m.</td>
<td>SCSC and Committee Structure Moving Forward</td>
<td>Hedrick</td>
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<td>1:20 p.m. – 1:35 p.m.</td>
<td>Degree Audit Status Report</td>
<td>Salvador</td>
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<td>Curriculum and Curriculog Update</td>
<td>Wiley</td>
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<td>2:00 p.m.</td>
<td>Adjournment</td>
<td>Hedrick</td>
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Meeting Notes – October 9, 2015 Noon to 2 PM UU Oakland/Concord
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Eileen Barrett, Jeff Bliss, Larry Bliss, Julie Glass, Mike Hedrick, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Meiling Wu

ABSENT
Linda Dobb, Janeesha Jones, Micheal Moon, Diane Rush Woods

GUESTS
Debbie Chaw, Carolyn Nelson

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

MINUTES
TBA

AGENDA ITEM

1. Welcoming Remarks from Executive Co-Sponsors

Executive Co-Sponsors Debbie Chaw and Carolyn Nelson expressed their appreciation for the ongoing work of the semester conversion steering committee. They explained their collaborative roles as executive sponsors representing three different divisions of the University—Academic Affairs, Administration and Finance, and Student Affairs. VP Chaw introduced Veronica Salvador as the newly appointed administrative co-director of semester conversion with Glen Perry. The committee also welcomes new representatives—Jeff Bliss, the co-chair of the communications committee, and Borre Ulrichsen, AVP IT services, Meiling Wu, CAPR, and David Lopez, ASI.

2. Approval of Agenda and Minutes

- Agenda approved
- Minutes to be sent out to members who served last year for approval

3. Report of the Co-Directors

Report from Barrett
- The faculty development subcommittee organized four semester conversion workshops during the summer; more than 200 faculty attended these workshops. APGS is offering drop-in sessions for faculty who are filling out forms; workshops are scheduled for graduate programs, the detailed syllabi, and (designed for department chairs) scheduling on the semester calendar.
- Presented APGS Guideline packets.
- Also during the summer, members of the administrative support committee formed two working groups: one group worked on reviewing Senate documents that will need updating for semesters and the other worked on more pressing items such as developing a registration calendar and writing a referral to Senate on this topic.
- Ex Com approved two referral from the Co-Directors. One is to the GE subcommittee asking for the development of student learning outcomes for the semester general education model. The other—to CIC—was a modification of the course numbering policy for semesters. Ex Com also approved the task force for time modules proposal from the co-directors.

Report from Singley
- No report

4. Report of Subcommittees

- Administrative Support Committee
  - If the steering committee would like buttons and t-shirts please email Amanda Eberhart with your size.
- The administrative support committee met during the summer and, as Eileen Barrett mentioned, two working groups were formed.
- The registrar is working on an administrative calendar.
- ERP consultants did a fit gap analysis over summer. Currently the consultants are finalizing the session notes. Email was sent out to the fit gap participants for 10/20 and 10/21 as a save the date. On those dates a review of the draft report will be presented. The committee will share the timeline with those that are interested.

- Communication subcommittee
  - There is a good plan in place for communication semester conversion internally and externally.
  - There will be a website update, the new version will include a link to monthly articles in the new University newsletter.
  - McCrea encouraged members to submit items to her for posting on the website.
  - Semester conversion will also have a social media sites.
  - Will be working on a Q & A for lecturers.

- Faculty Development Subcommittee/ APGS
  - There was good feedback from all faculty that attended the workshops. All the materials from the workshops are posted on the website.
  - APGS will have ownership of curriculog by mid-November. Then there will a testing of the software. APGS wants to launch curriculog in winter quarter.

- Student Advising Subcommittee
  - The committee expanded its membership.
  - The first meeting was 10/1/15
  - Discussion focused on degree audits and individualized advising plans for students. The committee also discussed the amount of work needed for individual plans.
  - Pilot Project (Experiment): the committee will be hiring a person to do the paperwork before students come in, they will try with EOP first.
  - It's important that advisors and faculty be trained in EAB.
  - Discussion on increasing the junior writing requirements.
  - At the next meeting discussion on mandatory advisement.

- Co-Curricular Subcommittee
  - There are 17 members of this committee.
  - Areas discussed: housing, signature events, college hour, new traditions, and food services.
  - Members contacting other campuses for advice. General advice launch early so it becomes normalized.
  - Committee priorities: college hour.

5. Report of Senate and Student Committees

- GE Committee
  - GE framework, unit count, cluster structure have been approved.
  - Recommended the 3 overlays.
  - GE will be meeting weekly and CIC gave the committee a charge of coming up with learning outcomes.

- FDEC
  - Working on documents about student and faculty concerns around diversity.
  - Barrett attended the committee’s first meeting, where Balgas raised the importance of the college hour and Barrett explained how the overlays in diversity, social justice, and sustainability had been approved by CIC.

- FAC
  - Committee sent back FAC 17 to the Administrative Support committee for clarification on the term sessions.
- Glen Perry will attend next FAC meeting.
- Ex Com
  - A summary of last year reports are available on line.
  - A task force on time modules will begin soon.
  - Next on calendar: registration calendar, freshman learning communities, and course numbering.
- CIC
  - Passed revision to course numbering and now its back for review at ExCom. Courses will be 3 numbers instead of 4.
  - Postscripts can be used anyway the department chooses.
  - Referral of learning outcomes sent to the GE subcommittee.
  - Passed learning communities and overlays.
- CAPR
  - Committee met last week.
  - Program reviews have been suspended for two years.
  - Programs that did not get reviewed last year will be reviewed this year.
- ASI
  - They are forming a student semester conversion committee.
  - Passed resolution on college hour.

6. Approval Process for SCSC and Subcommittee Referrals

Background
- Senate Process
  - SCSC and the directors are committed to shared governance and will use the Senate process for referrals as a model.
  - ExCom identifies SC as an administrative group.
  - Information items and referrals labeled as ASCD from the Directors, and ASCSC, which are from the committee.
  - Referrals first go to ExCom and then to the appropriate subcommittees. Information items go to ExCom and then to the Senate.
  - As a member of the Senate and of ExCom, the Provost will be involved in the process, and all referrals are subject to President’s approval. It will help track the work of semester conversion.

Proposed SCSC Process
- Subcommittee approves a document as a referral to the SCSC
- SCSC recommends the document to Executive Sponsors
- SCSC sends the document as information item to Senate
  - Subcommittee refers a document to SCD
  - SCD refers the document to ExCom
  - SCD brings the document as information item to SCSC
  - Motion to approve referral process by Eileen Barrett, second by Meiling Wu. All in favor: unanimous.

7. GE Funding Model

- The committee would like the GE proposal by this year.
- The process to fund GE and Budget proposal reviewed by the committee.
- There are 4 categories of GE classes to be funded.
- WTUs will be converted into dollars and the department will assign work.
- GE funding is independent of the department funding.
- The goal is to have funds available by winter term.
- Motion to approve the GE Funding model by Mitch Watnik, second by Mike Hedrick. All in favor: unanimous.

Meeting adjourned

Meeting adjourned 1:50 PM
Meeting Notes – October 16, 2015 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

PRESENT
Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Mike Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Diane Rush Woods, Meiling Wu

ABSENT
Larry Bliss, Julie Glass, Nancy Thompson

GUESTS
Amanda Eberhart

AGENDA
Motion to remove an agenda item until next meeting, Motion to accept agenda, vote approved. M/S/P

MINUTES
Motion to postpone minutes, Finalized minutes will be sent to committee for review. Vote approved. M/S/P

AGENDA ITEM

1. Report of the Co-Directors

   Jason Singley:
   - Introduction of the new members: Monica Abruzzo from staff, Janeesha Jones from ASI, and Michael Moon from FAC
   - The SCD shared documents with sponsors and Senate
     - ASCSC 1 Approval process for referrals, an information item to the Senate
     - ASCSC 2 Funding Model for General Education and Graduation Requirements, approved by executive sponsors and information item to Senate.
     - Request to fund for supporting staff at the college level, approved by executive sponsor.
   - Provost sent out email to all faculty in regards to the 3 unit model instead of a 4 unit model.
   - The fit gap report will be a key component of the budget.

2. Report of the Subcommittees

   Administrative Support
   - Continuing to receive draft deliverable reports and will continue to share them with the Steering Committee. The Steering Committee can participate in the ERP consultations taking place 10/20/15 and 10/21/15.
   - Jason Singley: the reports are difficult for lay readers to understand. Are they clear for the PeopleSoft technicians? Glen Perry: the reports are guidelines that cover facts, resources and business practices that East Bay needs to be aware of during Fit Gap.
   - Michael Moon: will there be an executive report? Glen Perry: yes, the final document will have a summary section. The final report will have a timeline and it will be used to make the gnat chart and project timeline.
   - Borre Ulrichsen: has concerns about the section in the report that says that 100% of a technical task is to be done by consultants.
   - Glen Perry: technical tasks will not be just given to the consultants.
   - Borre Ulrichsen: wants to say upfront that all technical work should be up for discussion.
Glen Perry: mentioned that in terms of the budget having some tasks done by the vendor may be the best thing for East Bay.

- Co-Curricular Subcommittee
  - Met last Friday 10/9/15
  - Focus of the meeting:
    - University hours and how students use this time. Some discussion of the suggestion that participation in the university hour a graduation requirement.
    - Intercession and using the two weeks as a writing skills boot camp for students.
    - During intercession will there be Library hours for students who stay over breaks.
    - There are two more meetings scheduled for fall quarter.
    - Conversations on advising for summer 17 and 18 as a way to help students graduate before conversion.
    - Discussion on Sacramento State and the Golden Handshake which pays students to finish college. East Bay should plan for summer terms because they are important, and what can the steering committee do to help this move forward.
      - **Action Item**: Linda Dobb and Eileen to draft language on a plan for more summer offerings prior to semester conversion.

- Communications Subcommittee
  - Moving forward on the University newsletter, it should be out in early November.
  - Committee discussed how to engage the Concord faculty with semester conversion communication.
  - Lindsay McCrea and Eileen Barrett will do a LEEP information session. They would like to work with staff representative Monica Abruzzo.
  - Met with student video producers.

- Faculty Development Subcommittee
  - There are workshops available next week for faculty; two presentations and 3 forms completion workshops.
  - A communique about books was sent out to faculty. Books will be distributed by Amanda Eberhart.
  - Donna Wiley: expressed that during workshops there is still confusion about a detailed course syllabus and asked faculty for clarification. **Action Item**: Eileen Barrett to contact deans, and chairs about detailed syllabus and will make an announcement at the Senate meeting.

- Advising Subcommittee
  - Four faculty came to get information on EAB.
  - Discussion on compensation for using EAB and its reflection on RPT.
  - Bay Advisor will not be the tool for semester conversion, the degree audit will be the tool for faculty to learn.
  - Diana Balgas suggested that Jason Singley lead a discussion on faculty tools for advising.

3. Report of Senate and Student Committees

- **ASI**
  - Wants an information session for students.
    - **Action Item**: ASI president will contact Directors when a date is ready.
  - Has contacted sister campuses about university hour.
  - Is still working on finding a student representative for the time module task force. Once the student is found ASI President to email Michael Hedrick.

- **CAPR**
  - Met yesterday 10/15/15.
  - Looking at enrollment growth of university
  - Committee to invite Jason Singley to next meeting.
- ExCom
  - Committee has passed: registration calendar, ILO overlays, freshman clusters, and course numbering model.
  - On the next agenda: two referrals from Steering Committee.

- CIC
  - Referral for registration calendar received.
  - Responded to course numbering document.
  - Working with GE committee on general education requirements.

- GE
  - Area C is being discusses during the next meeting. There is a possibility of using area C3 to cover some course from area F.
  - Overlays are on the next Senate Agenda.

- FAC: No report
- FDEC: No report
- Michael Moon: is wondering about the four co-directors. There are two academic co-directors and two administrative directors.
  - Discussion: when did the change happen and has there been an explanation about the title changes? What are the responsibilities of the two co-directors and two administrative co-directors? The academic co-directors also have questions; they have raised this issue with the executive sponsors and expect a clarification on the title changes. This discussion was tabled until this issue is clarified by the executive sponsors.

- Discussion on registration calendar
  - Add/drop procedures and the time frame from 3 weeks to 2 weeks and how the drop period would affect reporting. Is this process unnecessary? There is now a petition to register for late registration. The physical paper works while PeopleSoft is closed.

### 4. Time Certain: Rhonda Johnson

- Currently summer is the leading term of the academic year for financial aid. Most campuses have the fall term as the leading term for financial aid.
- Now that we are moving to semesters, financial aid is proposing that we make fall the leading term. When summer comes it doesn’t mean that students are ineligible for financial aid it means that they will be able to use whatever aid is left.
- CSU Bakersfield and CSU LA advise to not only to switch to a fall leading term but also to make this switch the year before we move to semesters. This would mean that in AY17-18 fall would be our lead term for financial aid.
- Discussion:
  - Questions and concerns were raised about the AY 16-17, which would be the year we spread financial aid among five terms: summer 16, fall 16, winter 17, spring 17, and summer 17.
  - ASI President agrees with an early transition. If the transition happens in AY 18-19, there is a lot going on and students could get confused.
  - Associate Provost Dobb sees the need to offer as many courses as necessary to encourage students to graduate in the summer of 17 and the summer of 18. The two years prior to conversion are the time we want students to have the most access to financial aid and classes in order to graduate. Can we get more state supported courses in these summer terms?
  - Mitch Watnik: Why not consider shifting the summer to a trailing term in AY 19-20? We understand that there may be problems switching in AY 18-19, the same year as
convention. But why not make the switch a year later and avoid the possibility that students may run out of financial aid in summer 17, a critical summer for graduating prior to conversion?

- Is there a downside to switching in academic year 2019-2020?

Other issues raised:

- Possible incentives for state support classes in summer terms.
- Self-support versus state support is important to the college departments.
- Possibility of waiving the 17 unit cap.
- University scholarships for students in need, or more funds for students.
- In the 5 term financial aid model, could the campus offer a free summer course to students with 160 units or more?

**Action Item**: Rhonda Johnson to look into problems that might affect students on financial aid during the AY16-17, the proposed five terms for financial aid year. She will look at more numbers and room in grants for students, and consider the ramifications of making the change during AY19-20.

- The financial aid document to hold until next meeting.
- Brian Cook to possible attend next meeting.

### 5. Referrals and information items from SDC to Senate

- 15-16 ASCD 1: Semester conversion and the General Education and Graduation Requirements Program.
- 15-16 ASCD 2: Creation of a task force for class session time modules and final exam schedules for semester calendar.
- 15-16 ASCD 3: Revision of 14-15 CIC 10 course numbering regime under semesters.
- 15-16 ASCD 4: Semester conversion steering committee and subcommittee and subcommittee membership.
- 15-16 ASCD 5: Registration calendar for semesters.

### 6. Communication and Announcements

- None

### 7. Next Meeting

- November 6th 2015 from 12 pm to 2 pm in SA 4350

Meeting adjourned 1:48 PM
Meeting Notes – November 6, 2015 Noon to 2 PM SA 4350
Steering Committee of Semester Conversion

PRESENT
Monica Abruzzo, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hendrik, Janeesha Jones, Xinjian Lu, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

ABSENT
Diana Balgas, David Lopez, ZaNean McClain

GUESTS
Debbi Chaw, Carolyn Nelson, Manual Saldahna

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

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

AGENDA ITEM
1. Report from Project Sponsors and Co-Directors

- Project Sponsors: Debbie Chaw and Provost Nelson
  - Presented a revised leadership structure based on feedback from the October 16th Steering Committee. The new structure has been reviewed by the Co-Directors.
  - Discussed Town hall meeting that will be held by President. The goal is to invite all constituents on campus in order to get the message of Semester Conversion message out. The focus bridging the gap between students and faculty and also show the collaboration across all departments on campus. The project sponsors asked all subcommittee chairs to attend the Town hall meeting.
  - Janeesha Jones asked about outreach to students and possible using a Blackboard Announcement. She also asked if there will be more town hall meetings for people to attend.
  - Eileen Barrett: Yes this is just the first one. Lindsay McCrea and Eileen Barrett are working on a Semester Conversion presentation for staff.
  - Action Item: Amanda to make copies of the student pledge for town hall meeting.

- Project Directors: Barrett
  - Reviewed all items that went to Senate.
  - Sophie Rollins is updating a Semester Conversion Senate Outcomes page. The committee also discussed adding last year’s documents to the outcomes page.
  - The administrative working group met and finished Senate policies document and it is now ready to send referrals to Ex Com and FAC.
  - Discussed the Town hall event
  - The Curriculum Committee is working hard to meet deadlines. Barrett encouraged colleagues to get work done early.

2. Report of the Subcommittee

- Administrative Support Subcommittee
  - Committee met on Thursday
  - Discussed final approval of Fit Gap report
  - The Chancellors Office is reviewing the reports and is making a summary sheet. The Chancellors Office report should be finished in about a week.
  - Working group approved items to go to FAC
- Perry asked the working group for a timeline to help organize work for the remainder of the academic year.
- The committee discussed enhancements and in scope and out of scope items.
- The next step is to compare draft budget with the Chancellors Office budget.

- Co-Curricular Subcommittee
  - Representative not present
  - Lindsay McCrea noted that the committee will be next Thursday

- Communication Subcommittee
  - New website going live next week.
  - The internal newsletter going out soon.
  - The Semester Conversion Project now has a twitter account.
  - Noted the Semester Conversion event for Staff in December.
  - Monica Abruzzo asked what document will be provided to staff.
  - Lindsay McCrea: will provide the staff with the Q&A and explained that the meeting is more of an exchange than a presentation.

- Faculty Development Subcommittee
  - Discussing more workshops.
  - The committee is also finding ways to outreach to faculty.
  - There will be a referral asking Ex Com to replace 3 lecturers who can no longer attend.
  - Donna Wiley discussed having more drop in hours for faculty.
  - Lindsay McCrea, Rachel Stryker, and Kelly Decker working on a Lecturer Q & A.

- Student Advising Committee
  - Committee will be meeting next Thursday. On the agenda is a degree audit presentation and an articulation presentation. Also on the agenda discussion of possible holds on students during academic year 2017-2018.

3. Reports of Senate and Student Committees

- ASI
  - Semester Conversion Committee is in need in 2 or 3 more students in order to convene.
  - ASI will be bringing back town halls for students.

- CIC
  - Has passed course re-numbering and freshman cluster to Senate.
  - Working on the registration calendar.
  - Defining a minor has been passed to Ex Com.
  - Writing skills subcommittee has been convened.

- CAPR
  - Met yesterday.
  - Discussion of inconsistencies of due dates.
  - Diversity review moved to Senate.
  - Committee Discussed tasks and timeline.

- FAC
  - Working on 2015-2025 ten year calendar with collaboration from APGS. Once the calendar is done it will be presented to FAC.
  - Discussion on teacher scholar program. There were 2 volunteers who will begin working on that document.

- FDEC
  - Representative absent.
  - Dianne Woods noted that diversity and inclusion always be in the midst of curriculum.
  - Jason Singley suggested the faculty development subcommittee make a workshop for diversity. Eileen Barrett and Julie Glass to invite ZaNean McClain to a meeting.
- Time Modules Task Force
  - Mitch Watnik is the chair
  - Committee convened two weeks ago.
  - The committee focus is going over time modules for other campuses.
  - The committee has made some progress but Lucero Wallace has been absent from the last few meetings.
- GE
  - Continuing to work on GE Outcomes.
  - Once all the outcomes have been completed it will be submitted to the Senate.
  - With the outcomes submitted the committee will begin work on the overlays.
  - The committee is also working on the approval process for curriculog.
  - Dianne Woods voiced concerns over the unintended consequences of the removal of area F.
- Ex Com
  - There is one more Senate meeting this quarter.
  - Discussed what is on the calendar for next meeting.
  - Possible adjustment to the number of times Senate and Ex Com meet to accommodate all the documents that will be coming through.

4. Timeline for degree audit
- Discussed Objectives
  - To have degree audit completed by December 2016 to allow for advising.
- Current Status
  - 2 full time analysts
  - 1 consultant
  - The current staff can have 75 percent of the degree audit finished by December 2016.
- Request for one additional analysts and to continue the contract of the consultant.
- Building degree audit
  - It takes 10 week for one major to be completed.
  - The team will be working on the majors concurrently.
- The degree audit timeline by major was presented to the committee.
  - Action Item: Veronica Salvador to send timeline to committee for posting.
- Assumptions
  - The timeline is a living plan.
  - Collaboration between faculty and staff to have the timeline move in a timely manner.
  - Cautions on major changes in the quarter catalog.
- Discussion of risks
  - Jason Singley: how does the building of the requisites effect the degree audit?
  - Manual Saldanha: It could cut down on the degree audit timeline.
  - Possibly asking the Senate to postpone the requisites.
  - Lindsay McCrea: Is the 10 weeks’ time line for one program long? There was discussion about a shorter timeline.
  - Manual Saldanha: the timeline is just an estimate. It really depends on the program.
  - Linda Dobb: CSU LA built a book that shows equivalent classes for students, can we do that?
  - Donna Wiley: it can be done in curriculog.
- Committee discussed the quarter catalog and how it will transfers over to semester and if the semester catalog will be faster.
  - The programs that are just converting with be faster than
### 5. Discussion of referrals

- Motion to approve APGS half time position by Glen Perry, 2nd by Donna Wiley.
- Discussion of the referral
  - Take out the word 'was' in the last sentence.
  - Check the title of the committee
  - End the position on the last day of the fiscal year.
  - Vote: all in favor.
- Motion to approve degree audit position by Meiling Wu, 2nd by Dianne Woods.
- Discussion of the referral.
  - Make clear the consultant contract is to be extended, the contract end date has not been specified. Add a sentence that says until the Fit Gap consultant are on board.
  - Vote: all in favor.
- Update on the Financial Aid Referral
  - Financial Aid representative absent.
  - Rhoda Johnson working on a document to answers questions of the committee. She remains convinced of the original referral dates.
  - Working with Student Financials to help students effected by the 5 term academic year.
  - Mitch Watnik: concerns that stretching payments don't honor the student pledge.
  - Meiling Wu: concerns over registrations calendar dates might affect student aid.
  - Rhonda Johnson to be invited to the next meeting.

### 6. Communication and Announcements

- None

### 7. Next Meeting

- December 4th 2015 from 12 pm to 2 pm in UU 102

Meeting adjourned
Meeting Notes – December 4, 2015 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Eileen Barrett, Linda Dobb, Michael Hendrik, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

ABSENT
Monica Abruzzo, Jeff Bliss, Julie Glass

GUESTS
Debbi Chaw, Mark Karplus, Rhonda Johnson, Julie Wong

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

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

AGENDA ITEM
1. Report from Project Sponsors and Co-Directors

Project Directors: Barrett
- Curriculog
  - Donna Wiley and APGS to provide workshops and presentations on Curriculog, the curriculum software that is now overseen by Sarah Aubert. APGS has demonstrated this software to the associate deans, Faculty Development subcommittee, CLASS and Science curriculum review committees, and they are collaborating with the Faculty Development subcommittee on plans for other means of outreach and training.
  - Curriculog will be available to use on January 4, 2016.
  - Departments can schedule individual meetings if they need help with curriculog.
- Curriculum Reviews
  - CBE has approved six programs.
  - CS has approved more than 200 courses.
  - CLASS and CEAS are continuing to move forward.
- The committee agreed to the dates for winter and spring meetings in 2016: January 15, February 12, March 11, April 8, May 13, June 10.
- About 40-50 people attended the town hall meeting on the Nov. 19. The Communications subcommittee will work to answer questions that were raised. Faculty continue to have concerns about workload, especially during the transition year.
  - Committee members discussed these concerns over workload was discussed.
- At the Administrative Subcommittee meeting, Angela Schneider reported concerns about the time required to build prerequisites on the quarter system:
  - In order to build prerequisites, the Director of Student Applications (Manual Saldanha) plus two additional business analysts would need to devote considerable time to this project from now until April 2015. Additional time would also need to be spent running the necessary reports on an ongoing basis. A staff member from the Records office may also be reassigned on a part time basis. If these resources could instead be diverted to work on the degree audit project, it would reduce the time
for completion in the next year by approximately 2-3 months.

The directors will write a referral to CIC requesting that the work on prerequisites begin with the semester curriculum.

- The faculty working group of the Administrative Support Subcommittee is working on sending referrals to the Senate. They are working with Sophie Rollins to prep the documents before going to Ex Com and then to FAC. So far a total of 8 documents have been sent.
- Faculty who are eligible for assigned time need to send an email to Jason Singley and Amanda Eberhart in order to get the paper work started.

2. Report of the Subcommittee

- Administrative Support Subcommittee (Perry and Salvador)
  - The committee met on Dec. 3.
  - Committee discussed the amount of work that will be needed next year.
  - Fit Gap is completed and the campus has submitted a response to the Chancellor’s Office. The response will become a key component of the budget.
  - The committee is looking carefully at resources for technical staff.
  - Perry is working with the Chancellor’s Office on where East Bay can find qualified resources. Discussing the possibility of temps from Bakersfield, LA and Pomona continuing work here.
  - The beginning of 2016 each Fit Gap team will meet to discuss how to fill the resource (people) gaps in Fit Gap.

- Co-Curricular Subcommittee (Balgas)
  - The committee will meet Dec. 11.
  - Committee members are gathering information from sister campuses to discuss lessons learned about conversion.
  - Items on the next agenda include: college hour, new traditions, and orientation.

- Communication Subcommittee (McCrea)
  - Meeting on Monday, Dec. 7 to address questions that came up at the Town Hall meeting.
  - The committee will also discuss lecturer questions and answers.
  - Second issue of the University newsletter was sent out. The topic covered was the student pledge.
  - A student video about the pledge is planned to be out early winter quarter.
  - Working on a plan to visit GE classes in fall and spring to discuss semester conversion.
  - Two staff semester conversion information sessions were held. One will be held next Tuesday for concord staff.
  - A student has been asked to serve on the communications committee.
  - Penny Peak (Director of Alumni Relations) would like the Directors of semester conversion to speak to her office.
  - Michael Moon noted that in the Student Financials Fit Gap there were fewer but larger payments. He has concerns that this message should get out to students now that although the annual cost will not increase, the payments will be larger because the will cover two rather than three terms.
  - In the future possibly have Darrell Haydon attend a meeting to address student financials.

- Faculty Development Subcommittee (Barret)
  - The committee will meet on Dec. 9.
  - Committee members are being trained on curriculog.
  - The next meeting members will discuss an idea book for
faculty about teaching on semesters.
- There is a call out from the Senate to Lecturers to replace missing members.

- Student Advising (Dobb)
  - Meetings for this committee have been moved to the new SF building.
  - Possibility of inviting Manual Saldanha to speak about the impact of working on the pre-requisites for the quarter system on the degree audit report.
  - Last meeting had a faculty panel to discuss advising.
  - The next meeting will have a student panel to discuss advising.
  - The committee will look at an example IAP.
  - The goal is to keep the graduation rate improving during the semester conversion process.

3. Reports of Senate and Student Committees

- ASI (Lopez)
  - The student committee on semester conversion will begin meeting once it has 3 more students to make a quorum.

- CIC (Watnik)
  - 15-16 CIC 13 Registration Calendar for Semesters was approved by the committee and sent to ExCom
  - 15-16 CIC 6: Revision of requirements for a Minor under semesters was approved by the committee and sent to ExCom
  - Committee agreed that the committee as a whole will handle review of all the undergraduate programs for semesters.
  - On the next agenda will be three quarter sequences.

- CAPR (Wu)
  - At the last meeting discussed spaces concerns in the new building with Jim Zavagno.

- FAC (Moon)
  - Looking forward to the referral documents.
  - Committee discussed shorter sessions and how the add/drop periods will be handled.
  - The Steering Committee encourage CIC and FAC to meet with Angela Schneider before any decisions get made.

- FDEC (McClain)
  - The committee wants to continue to stress diversity and inclusion to be at the forefront of curriculum.
  - At the last meeting the committee discussed title 9 issues.

- Time Modules Task Force (Watnik)
  - The committee will meet Dec. 11.
  - Currently three modules are being discussed; when a module is decided on, it will be sent out to the campus community for feedback.
  - The committee is also discussing space use on campus.
  - The engineering Graduate students are developing a module.

- GE (Watnik)
  - Committee is finalizing GE requirements and learning outcomes.
  - Overlays will be handled separately.
  - Some classes in Area F may be moved to Area C3.
  - Dianne Woods wants to continue to motivate the C3 Area to have some activity component. Because of the populations on campus it is important to have students remain active.
  - There is a possibility of continuing clusters in the sophomore year.
  - Questions:
    1) Will Area E also be able to have some of the Area F classes?
    2) Will the GE Subcommittee be designing the freshman
### 4. Executive Fit Gap Summary and Draft Budget

Report given by Veronica Salvador
- Discussed ERP Analysts.
- Topics reviewed
  - Identified gaps
  - Customizations, reporting, and interfaces.
  - Business processes
- Major Modules in Fit Gap
  - Academic advising
  - Academic structure
  - Admissions
  - Financial aid
  - Student financials
  - Transfer cred
  - Technical
- Discussed report format and major key elements of each module and the hours of work (by technical staff here at East Bay and by analysts) needed to complete each task.
- Action Item: Veronica Salvador to send enhancements to Borre Ulrichsen.
- Draft budget will be covered in the next meeting.

### 5. Time Certain with Rhonda Johnson

Discussion of the referral from the Administrative Support Subcommittee on the change of summer from leading to trailing term beginning with the 2017-2018 financial aid year.
- Still wants to have a five term aid year.
- Spoke with representatives from the Federal Financial Aid program (PELL grants), and they will allow for a cross over aid year for graduating seniors.
- The proposed change will not harm students.
- For students who do not have financial aid, will be allowed to extend payments.
- The committee discussed the pros and cons of the various financial aid options.
- Financial Aid Referral:
  - Vote: all in favor of the referral.

### 6. Communication and Announcements

- None

### 7. Next Meeting

- January 15th, 2016 from 12 pm to 2 pm in UU 102

Meeting adjourned 1:57 PM
Meeting Notes – January 15, 2016 Noon to 2 PM UU 307A/B
Steering Committee of Semester Conversion

PRESENT
Monica Abruzzo, Eileen Barrett, Larry Bliss, Linda Dobb, Julie Glass, Mike Hedrick, Janeesha Jones, David Lopez, ZaNean McClain, Lindsay McCrea, Glen Perry, Veronica Salvador, Jason Singley, Borre Ulrichsen, Mitch Watnik, Diane Rush Woods

ABSENT
Diana Balgas, Jeff Bliss, Xinjian Lu, Nancy Thompson, Donna Wiley, Meiling Wu

GUESTS
Mark Karplus, Julie Wong, Philip Cole-Regis

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

MINUTES
No changes, Motion to accept minutes, vote approved. M/S/P

AGENDA ITEM

1. Approval of Agenda and Minutes
   - Agenda approved
   - Minutes to be sent out to members who served last year for approval

2. Report of the Co-Directors

Report from Barrett
   - SCSC support staff Amanda Eberhart no longer with CSUEB.
   - Co-Director Singley will be the new Dean for CoS.
   - Referrals to Ex Com
   - Received request for funding (additional funds for programs to convert or transform to meet new GE or Grad requirements), currently in the process of reviewing them. 19 Departments in all, the SCSCDs will make a recommendation to the Provost.
   - Curriculum committees are reviewing programs. CLASS reviewing Criminal Justice, Human Development, MA TOEFL, etc.
   - CoS approved program proposals for Statistics, Biostatistics, Construction Mgmt., Engineering Mgmt., etc.
   - On ExCom 1/5/16, Dean of CEAS (Zarillo) raised concerns for the transition from summer leading to summer trailing setup for Ed.D and credential students. Zarillo, Barrett, and Johnson (Financial Aid) have since met to address concerns about Financial Aid availability. Johnson will appear at the next ExCom meeting on 2/15/16.
   - FAC documents will be ready for ExCom 2/15/16, FAC understands that these referrals are coming to them.

Report from Singley
   - Submission of proposals has shifted away from the Word form to exclusively the Curriculog platform. Positive feedback on its efficacy, streamlining, and intuitiveness from Faculty (Singley, Watnik).
   - Aubert, Sarah (APGS) leads the Curriculog project.

3. Report of Subcommittees

   - Administrative Support Committee (Perry, Salvador)
     - Registrar requesting SCSC to accelerate hiring of the position for degree audit processing and degree audit building. Subcommittee is unanimous in support. This position is already included in the budget but not to begin until 17/18. Registrar predicts 100 requests per week – this role does not bypass status quo administrative approvals process.
     - SCSC approves document for a recommendation to fund this position.
     - Final CSUEB FitGap report – lists all tasks, timelines, estimated staff hours, and implementation for phase 2 contract in March, consultants will be in April. Will bring to SCSC soon, it reads the same for the most part and will post on site as well as e-mail. They will be meeting with all the groups to prioritize the agenda for consultants.
     - Co-Curricular Subcommittee (Barrett for Balgas)
       - Next meeting will be 2/12/16, ongoing discussion on signature event
offerings and the impact it has to activities services. Looking at dialogue, service delivery methods, marketing, expansion of app, onboarding students, serving commuters, cross-divisional training opportunities, etc.

- Looking closely at what transformation looks like from the student perspective.

• Communication subcommittee (McCrea)
  - Visits to the GS classes for the Freshman students (constituents to be most likely impacted), 38 appointments, including Concord, scheduled this quarter.
  - SC topics have been planned for the next 3 University internal newsletters. History will be highlighted in February as a program undergoing transformation.
  - Video in the works on the student pledge, preliminary steps with Jeff Bliss (University Communications). Framed as an info piece for the campus and external parties.

- Working on a student ambassador program.

• Faculty Development Subcommittee/ APGS (Glass)
  - Running additional workshops about transformed syllabi for new course requests as a result from questions during Curriculog trainings.
  - Developing an idea book as a resource for faculty on transformation organized around ILOs.

• Student Advising Subcommittee (Dobb, Larry Bliss)
  - Encouraging the use and value of the Bay Advisor platform.
  - New MyCSUEB schedule planner for students goes live on 2/8/16. Can list all courses you think you may want to take next quarter. Interacts with PS to generate class possibilities to take courses you want with parameters you create. Looking into creating an info sheet to have for students.

4. Report of Senate and Student Committees

- Senate (Hedrick)
  - Re: GE, asking for feedback prior to proposed changes. GE meets 2/1/16, enough time to review changes. Anyone is free to propose amendments, done in written format via listserv for everyone to participate and to facilitate a large amount as well as allow GE to respond.
  - Senate approved 3 overlays, GE set out to describe the learning outcomes for what GE and CIC20 intended to cover the exec. order 1100 outcomes.

- GE Committee (Glass)
  - Re: discussions, the process was open – will be looking at proposal, not for approval or endorsement, prior to 2/2/15 Senate meeting. Given the timeframe which it had to operate GE was consistent and inclusive.

- FDEC (McClain)
  - Conversations re: GE and learning outcomes, with time so tight and fast paced there are concerns in the issues of diversity – if it’s not set in the overlay and put into place now it could be missed.

- FAC (Moon)
  - Nothing new to report.

- Ex Com (Hedrick)
  - CIC13 & 14 passed. Registration calendar and summer 2016-18 with slight modifications to Open University which cannot register until the seventh day instead of the sixth day – coming from concerns of overlap of state and self-support.
  - GE learning outcomes had much debate. Asking for feedback until 1/29/15 before 2nd reading on 1/1/15 (see above).
  - Concerns from Zarillo (CEAS) re: summer cohorts, Johnson to come on ExCom 2/15/16 (see above).
  - CIC21, postponing enacting prerequisites on the agenda – should pass.
  - CIC20, GE learning outcomes will be the primary discussion.

- CIC (Watnik)
  - Working on time modules via task force, sending out for feedback.

- CAPR
  - No report.
- ASI (Lopez)
  - Half of the student semester conversion committee has been seated, now looking for Freshmen and Sophomores.
  - Resolution sent to FAC to require a student sit on search committees.
  - Looking at 6 positions to start next year.

5. Draft Semester Conversion Budget

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<th>Meeting adjourned at 2 PM</th>
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- Budget (Perry)
  - Sheet presented is not a budget but a list of costs broken into curricular, infrastructure, technical, consulting, and transformational. More changes given the passing of the position proposed earlier (see above).
  - Post-conversion not included in the list of costs. Some funds set aside for 18-19, 19-20 could be used if CO covers costs which were not anticipated.
  - Support mentioned previously by Houpis is not defined and not in the budget.
  - None of the funds are for release time.
  - 15-16 currently most costly but could shift.
  - There is also the hidden cost of temporary administrative support as they come.
  - Currently a draft, President will finalize and negotiate with Chancellor.
  - Sponsors and President have seen the document, cross-comparison with Pomona.
  - LA and Bakersfield had underestimated cost while CSUEB is higher.

6. Updates to Questions and Answers

- Q&A Updates (McCrea) reviewed with committee. New Q & A focused on lecturers and students and was vetted by appropriate groups including the Associate Provost. All additions approved for inclusion in the Q&A on the website.
Meeting Notes – February 12, 2016 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Eileen Barrett, Jeff Bliss, Larry Bliss, Julie Glass, Mike Hedrick, David Lopez, Xinjian Lu, Lindsay McCrea, Veronica Salvador, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Linda Dobb, Michael Moon, Janeesha Jones

ABSENT
Monica Abruzzo, ZaNean McClain, Glen Perry, Dianne Woods, Meiling Wu

GUESTS
Debbie Chaw, Audrey Katzman, Carolyn Nelson, Maureen Scharberg, Julie Wong

AGENDA ITEM

1. Approval of Agenda and Minutes
   - Agenda M/S/A
   - Minutes from the 1/15/16 SCSC meeting M/S/A

2. Report of the Co-Directors
   Report from Barrett
   - Introduction of Maureen Scharberg, Dean of Undergraduate Studies, and Jessica Williams, administrative support for semester conversion
   - Reviews of the GE Funding Proposals are nearly completed. Recommendations will be FWD to the Provost early next week.
   - Jason Singley, who will be assuming his new position as Dean of the College of Science will be stepping down as Co-Director effective 2/15/16. The Provost will work with Ex-Com to identify a replacement. We all appreciate Jason’s leadership.
   - At last count, the Curriculog platform, which we are using for course and program proposals, shows 48 programs and more than 700 courses under some level of approval review.
   - Barrett thanked Provost Nelson, VP Chaw, and VP Wong, the Executive Sponsors, for attending the meeting.

3. Report of Subcommittees
   - Communication subcommittee (Chair McCrea)
     - Pledge video is in early production in University Communications.
     - University newsletter has a SC column, with monthly articles. Most recent edition highlighted the curriculum transformation planned by the History department.
     - McCrea continues info visits to freshmen GS classes on both campuses
   - Administrative Support Committee (Salvador)
     - Perry is finalizing the timeline and Scope of Work document to be forwarded to the CO.
     - Summer 16-Fall 18 Registration calendar has been approved
     - Discussion ensued about the request from faculty for more information about the conversion to provide to students. Barrett and McCrea will follow-up on these suggestions: Embed the conversion information into the GS syllabus; Provide conversion information at the front screen of the MyCSUEB; Develop talking points for faculty.
   - Co-Curricular Subcommittee (Co-chair Balgas)
     - The CCSC will be reviewing and updating student Q & A.
     - Rhonda Johnson visited the CCSC earlier today and provided information about financial aid issues for students who are transitioning between quarters and semesters.
     - The CCSC has suggested that a survey of students and faculty to 1) increase awareness of the University Hour concept and 2) quantify the support for or against this being part of the time modules moving forward. Balgas discussed the need for a definition of the University Hour.
• **Student Advising Subcommittee (Co-chairs Dobb and Bliss)**
  - At their meeting on Thursday, the ERP consultants from the CO showed committee members the IAP being used at Bakersfield.
  - Discussion about Major vs. GE advisement interface and the IAP Course Scheduler now available. The app interfaces with PeopleSoft whereby the student can create a list of desired courses for a term, add blocks of availability, creating a schedule. Then the schedule links with Registrar.
• **Faculty Development Subcommittee (Co-chairs Barrett and Glass)**
  The committee is developing an Idea Book using the blackboard platform and organized around teaching strategies of the ILOs.

- **ASI: (President Lopez)**
  - Creating town hall for students
  - Ad Hoc Q2S has yet to convene. Still identifying members
  - Trying to work more closely with student advising to bridge the gap regarding student concerns
  - University Hour (UH): will be surveying students, staff and faculty. Paul Carpenter suggested a floating hour to meet the needs of more students and he mentioned that UH survey should be able to capture the benefits and challenges of a UH and clearly define what it is.
• **GE Subcommittee: (Chair Glass)**
  - The learning outcomes are currently on the Senate agenda with approval likely at the Feb. 23rd meeting.
  - Work on the GE overlay SLOs is in progress. Listening sessions on each of the next three Mondays will take place to allow for maximum input from the university community. Individuals can also submit comments/suggestions electronically to Glass.
• **FDEC: (Balgas)**
  Nothing relevant to semester conversion to report.
• **FAC: (Moon)**
  FAC is working on the referrals from SCD to update documents to the semester system. Moon reports that the merging of the quarter and semester ten-year calendar is in progress. Has contacted the CO to clarify the need for a published ten-year calendar.
• **Ex Com: (Chair Hedrick)**
  In addition to a vote on the GE SLOs the following are on the AS 2/23 agenda.:
  - CIC 6: Revision of Minor requirements under semester
  - CIC21: Postponement of enacting prerequisites enforcement
  - CIC23: Bridge course exemptions to moratorium on curriculum changes
  - FAC 17: Recommendations for shorter sessions under semester
• **CIC: (Watnik)**
  Commended Hedrick and Glass for their work on the GE SLOs.
• **CAPR: (McCrea)**
  Have on their to do list revision of the program review calendar.

### 6. Task Force Report on Time Module and Discussion

- Watnik presented an update on the work of the Time Module Task Force of Ex Com. Four models have been proposed, with two that include a University Hour.
- The task force plans to share the models with standing committees of the Senate and to ASI. Once they have gathered information they will refine the models and make a recommendation to Ex Com to forward to the Senate.
- SCSC did a gallery walk, reviewing each model and providing comments/questions that are attached.
- McCrea will post Watnik’s time module Powerpoint and the four models to the SCSC website.

Meeting adjourned 1:51PM
Comments on the Time Module Models

Model 1:
- Provides similar time modules M-Th for consistency
- University Hour 3:15-4pm M-Th (could be modified to make 1 hour)
- Does not allow for 4 unit courses T/Th between 10am-4pm

Comments:
- The end times of: 07 are confusing
- Need full hour for UH
- The 6:30pm start time is good
- UH is too late
- Friday classes are good
- Times need to be rounded to: 10 or: 15

Model 2:
- Provides similar 3 unit time modules M-Th for consistency
- No UH
- Flexible evening patterns
- Does not allow 4 unit courses M/W 10am-2pm

Comments:
- MA programs work best with 6:30pm starts for working adults
- Evening classes are great
- Morning classes all start at 8am, it needs more flexibility
- A few people like the choice of MW, WF, or MF
- Section 2 has an opportunity for UH
- Sections 5 and 6 are all 2 units but some can be 4
- Not enough MWF courses
- Saturday courses are missing

Model 3:
- 3 unit courses only T/Th or M/W/F
- No University Hour
- Aligns start and end times of courses for easier scheduling

Comments:
- Needs Saturday courses
- Could 3 units on MW/WF
- Needs headers to see days, etc.
- The most flexible
- No 6:30pm start times for evening students
- Missing labs for courses
- Love the break notice but too crowded on Wednesday
- Fewer gaps and better aligned
- We are nontraditional so we need more Friday/Saturday courses for working adults
- Students won’t like so many MWF courses
- Great breaks for evening student transition
**Model 4:**
- All varieties allowed M/W, T/Th, and M/W/F
- UH T/Th 12-1pm (labs exempt)

**Comments:**

- Most comprehensive
- Too many 2 unit
- UH hour good
- I love the options
- Allows 10-15 minute break
- Flexible for freshmen
- Best option with UH
- Needs Saturday courses
- This model could be great for Friday courses
Meeting Notes – March 11, 2016 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Eileen Barrett, Jeff Bliss, Larry Bliss, Linda Dobb, Julie Glass, Mike Hedrick, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Veronica Salvador, Nancy Thompson, Mitch Watnik, Donna Wiley, Meiling Wu

ABSENT
Monica Abruzzo, Glen Perry, Borre Ulrichsen, Dianne Woods

GUESTS
Brian Cook, Manuel Saldanha, Maureen Scharberg, Kate White

AGENDA ITEM
1. Approval of Agenda and Minutes
   - Agenda M/S/A
   - Minutes from the 2/12/16 meeting M/S/A

2. Report of the Co-Directors
   Report from Barrett
   1) The senate has passed and the President has approved three key items for semester conversion:
      - 15-16 CIC 20 general education learning outcomes
      - 15-16 CIC 6 revision of requirements for a minor under semesters
      - 14-15 FAC 17 recommendations for shorter sessions under semesters
   2) At the request of the working group of the Administrative Support Subcommittee, referral has been submitted to ExCom to develop a registration calendar for the shorter session under semesters. The review of the CIC policy documents has been completed. Next project is the review of all CAPR documents.
   3) The Semester Conversion directors have funded all the requests for general education conversion and transformation.
   4) Currently 91 program proposals are in Curriculog. Although this is a rough indicator, it suggests that program review is moving forward on schedule. Curriculog will be down for maintenance and upgrading during March 21-23.
   5) Dr. Kimberley Costino from CSU San Bernardino, who has been named as the faculty director of their semester conversion, will be visiting our campus on Monday, April 4th. Individuals will be contacted to schedule meetings with Dr. Costino. San Bernardino will convert to semesters in fall 2020.
   6) ExCom has approved and the Senate office has distributed the call for a new faculty director of semester conversion. The new director will work with Barrett as co-director during spring quarter and assume the full responsibility of director on a team with McCrea as associate director and Perry and Salvador as co-project managers on July 1, 2016.

3. Report of Subcommittees
   - Administrative Support Subcommittee- Salvador shared that the statement of work for phase II was complete and will be reported later.
   - Communication Subcommittee- McCrea shared that the Talking Points will be sent out to faculty the first week of spring quarter. The Pledge video is in production. Freshmen GS class visits have been successful this quarter. Final visits to the remaining 34 sections planned for Spring.
● Faculty Development Subcommittee- Teaching Idea Book based on ILOs to be accessed on a BB site being created by members of the committee.
● Student Advising Subcommittee- L. Bliss shared that the next meeting was cancelled but 4/4/16 is scheduled as planned. He would like to activate the IAP module that currently exists in Peoplesoft for advising and will ask Perry to facilitate.
● Co-Curricular Subcommittee- Balgas reports that the U-Hour survey to all of the CSUEB community is being worked on by the committee. Updates next meeting.

**Report of Senate and Student Committees**

● ASI – Lopez informed members that their VP external Luis resigned and they will try to fill his position soon, as he had just seated the SC adhoc. ASI will be looking for a representative from each group of students to full represent them: each year level, college, international and graduate students. Balgas asked if they have a transfer student that would also be a part of the team. ASI mentioned that they do, yet it falls under another category as well. The last meeting for the year will be 6/8/16.
● CIC- Watnik mentioned the GE approval and that two masters program have been approved: Math and Chemistry but they need CIC stamp. He explained the process of program approval. The Writing Skills SC working on clarification of 2nd Composition course. Listening session planned. CAPR- Wu mentioned that the next two meetings were scheduled and the next review will be in 3 years.
● Ex Com- Hedrick restated what Barrett mentioned regarding GE approval and informed the members that the call for the co-director position is underway with a deadline to submit an application of 3/25/16.
● FAC- Moon informed committee that discussion and approval of the 10 year calendar (201-2025) is on the next FAC meeting. They are currently reviewing docs referred for revision related to semester conversion. The committee plans to provide feedback on the Time Modules.
● FDEC- McClain had campus updates but no SC updates. Barrett and McClain collected feedback on the time modules.
● GE Committee- Glass reports that the learning outcomes have been approved by the Senate and the President. Fillable application forms for GE Area courses will be available shortly on the GE site. The Draft SLOs for Overlays have been sent out for feedback with edits made following three listening sessions. Plan to finalize at the first meeting in Spring and forward to CIC.

**4. Scope of Phase II Work and ERP Degree Audit Timeline**

Presentation from Salvador- Scope of Work

- Phase I- Fit Group has functionality and technical requirements that will need coordinated changes
- Phase II- Implementation- PeopleSoft will go live in April with the help of IT
- Various teams within PeopleSoft and IT will assist in this process
- SC plan will impact these areas: Admissions, Records, Financial Aid, Advising, and Technical Support
- PowerPoint to be posted on the SC website
- PeopleSoft conversion will be intense, thus project management will be provided to our teams
- User testing will be performed by ERPA on 4/1/16- we currently have 1 consultant working
- Barrett mentioned that Janine Lucero works with all CSU consultants and can
### Presentation - Degree Audit
- 18 majors went live and are signed off
- 19 more in progress
- Original timeline had 24 completed at this time, but we are working on getting the remaining 6. They are still down one staff member.
- Lindsay suggested that each member take information back to their specific college and share how important the SC process is.

### 6. Time Module Update

<table>
<thead>
<tr>
<th>Meeting adjourned</th>
<th>Meeting adjourned 1:22PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation by Watnik</td>
<td>Presentation have been made to FDEC, ASI, COBR. CAPR, CIC, FAC are on the to do list.</td>
</tr>
<tr>
<td>Mentioned informed the members that module 1, now as a version A, that includes a university hour from 1:45-2:45</td>
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<tr>
<td>Friday and Saturday night courses can be included into any model once approved</td>
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<tr>
<td>The evening courses that start at 6/6:30 will be flexible based on student needs</td>
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<td>Balgas suggested that Human Resources provide specific language for faculty during this time, so they are clear on how the time should be spent</td>
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<td>Glass shared that model 1 &amp; 4 seem too flexible and they need restrictions on what happens during the hour</td>
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<tr>
<td>Watnik mentioned that the clusters of MWF are designed to assist freshmen, as they generally have the most flexible schedule oppose to upper classmen who may work full-time.</td>
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# Meeting Notes – April 8, 2016 Noon to 2 PM UU 102

Steering Committee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Mike Hedrick, Janeesha Jones, David Lopez, Xianjian Lu, ZaNean McClain, Lindsay McCrea, Michael Moon, Glen Perry, Borre Ulrichsen, Mitch Watnik,</th>
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<td>ABSENT</td>
<td>Monica Abruzzo, Larry Bliss, Julie Glass, Veronica Salvador, Nancy Thompson, Donna Wiley, Diane Rush Woods, Meiling Wu</td>
</tr>
<tr>
<td>GUESTS</td>
<td>Philip Cole-Regis, Deborah Chaw</td>
</tr>
</tbody>
</table>

## AGENDA ITEM

### 1. Approval of Agenda and Minutes
- Agenda approved unanimously
- Minutes approved unanimously

### 2. Report of the Co-Directors

Report from Barrett

- Good news: The CFA and CSU successfully negotiated an agreement that averts the planned strike. Faculty must vote to approve and the Trustees must approve this agreement, but this is extremely good news for all.
- With the recommendation of ExCom, Provost Nelson announced the appointment of Hedrick as co-director with me (Barrett) for the spring quarter. He will assume the role of director on July 1st. w/ McCrea as Assoc. Director.
- Curriculum Review – We are still on schedule (albeit a very tight schedule) with our curriculum review. We should be completed with graduate programs by the end of this quarter and undergraduate programs by the end of fall quarter. Curriculog has facilitated this process.
- EXCOM has approved the Semester Conversion Directors’ referrals for CIC. The referral is based on the recommendations for updating policy documents made by the faculty working group within the Administrative Support Services Subcommittee.
- Congratulations to our ASI representative Janeesha Jones, who has been selected for The Panetta Institute Congressional Internship in Washington, D. C.
- Director of Semester Conversion at San Bernardino Kim Costino thanked all for her informative day of visits at CSUEB.
- Nelson, Chaw, and Barrett will be attending a semester conversion meeting on May 17th with CO with executive sponsors and directors of SC from Pomona and San Bernardino. Also there will be a July meeting for lessons learned with CSULA and CSU Bakersfield. Hedrick cannot attend May due to scheduling conflict with Senate but can attend July.
- Action Item: Barrett requested a motion from the floor that Dean of Undergraduate Studies Maureen Scharberg be added to SCSC, and that she replace Linda Dobb as co-chair with Larry Bliss of the Student Advising Subcommittee. Dobb will continue to be SCSC.
  - Thanks to Linda Dobb for all her working on advising students.
  - Unanimous approval for Scharberg to be added to SCSC and appointed as co-chair replacement of Linda Dobb.
Report of Subcommittees

- Administrative Support
  - Reviewed the scope of work for phase 2, CO procurement tasks completed and vendor signed off on the amendment on the master agreement. Contract finalized and work can officially be scheduled.
  - Reviewing requests for changes on start dates for temp positions, going over with the executive sponsors (i.e. degree audits, maintenance, and advising). A request for funding normally is included with these requests and requires the approval of release of either funds for the university VP or from the semester conversion budget.

- Co-curricular Support
  - Presenting university hour survey, referral submitted to Barrett.
  - Survey submitted to co-curricular, student success, time modules, and executive sponsors. Feedback received, hoping to get endorsement from SCSC. Survey has been simplified to obtain the pulse of the University community. Incentives are being considered to increase the response rate.
  - Will include a link to a page on what a university hour
  - Borre suggested using Qualtrix to distribute the survey.
  - Watnik: notes administration/staff or separate category for administration. Suggestion for an option of Other or Alumni? Do they merit an additional category and how that is weighed.
  - Balgas: limiting access to current students is the plan.
  - Borre: has it (UH) been considered in the morning?
  - Balgas: high demand for students and wouldn’t go over well.
  - Watnik: (countering) morning is not as high a demand as noon to 1pm.
  - Balgas: staff are also included and morning is difficult.
  - Scharberg suggests clarity in FT/PT Faculty vs. FT/PT lecturer.
  - Lu: FERP faculty, reword to Tenure track and non-TT instructor.
  - McCrea: Survey is sent to the appropriate lists.
  - Hedrick: Maybe do Regular Faculty.
  - Watnik: Stick with FT/PT Faculty as not to alienate and be more inclusive. Staff separate from administrators.
  - Moon: Include ‘No Preference’, ‘Indifferent’. To be placed as an option.
  - Endorsement and vote on the survey to make the following changes: Separate Staff from Administrators, Keep Faculty option as is, Include No Preference/Indifferent option.
  - Unanimous approval on survey.

- Communication
  - McCrea reports that the Communication Strategic Plan will be presented later on the agenda.
  - Monthly article in University newsletter continues.
  - Welcome Day plan has been formulated with Amanda Segura. Flyer with general semester conversion info and pledge to students will be distributed widely. L. Bliss will include SC info in his presentation.

- Faculty Development
  - Idea book – small groups of 3 working around ILO to develop practical ideas for Faculty to teach high impact learning practices. Blackboard to be used to help Faculty.

- Student Advising
  - No report, April 14th is their next meeting.
4. Report of Senate and Student Committees

- **ASI**
  - Seated a new person, Christina Sanchez VP of external affairs.
  - Elections start Monday, four on the ballot.
  - No town hall due to turnover in leadership.
  - Advising 101 on May 5th with AACE, Chairs, and Advisors – Concord on May 10th, both targets all students.
  - Report coming to Senate meeting that will introduce successor.
  - Searching for next student trustee.
  - Invitation will be coming for CSSA.

- **CIC**
  - Watnik reports: Time modules – presented to FAC and CAPR, CIC had no time. Feedback discussion with members but they had no quorum last meeting. Nothing official but urging a recommendation sooner rather than later. Having a new group, they would have to start from scratch again. Need to reach a conclusion by the end of the quarter with time for Senate and EXCOM to provide feedback.
  - Perry: Enough time to see survey results before a vote?
  - Watnik: There is the idea of approving UH and non-UH recommendations, decision would then be from the Senate. Results would need to be in time for the Senate consideration. One module of UH has variants 1A, 1B, etc... It’s another way to submit to Senate for more options.
  - Moon: FAC saw it very clearly and well received given the timeframe and complexity.
  - CIC passed the GE overlay recommendations with little discussion relative to the town halls held by the GE.
  - Writing Skills – Second Comp. issue, ENG1002. Framework (original) was wider in scope. Writing across the curriculum allows for second comp - it could be upper division. CIC did not have time to discuss, need to review.
  - GE discussed Code courses, CIC had no time to move that up.
  - CIC unanimously approved BS physics and human development. Senate will see them as information items. Both departments presented well, very positive.
  - CIC adopted SCD recommendation for shorter terms for 7-week semester terms, i.e. summer terms. Modified the inter-session classes and the half-summer classes. Passed and will be on EXCOM. Other two SCD referrals did not have time.
  - Amended document to be sent to Angela.

- **Ex-Com**
  - Hedrick reports SC referrals were passed from CIC.
  - Coming up Masters requirements under semesters
  - Prerequisite change still on the Senate agenda.

- **FAC**
  - Moon reports no updates, as no time to review the blended ten-year calendar. Next meeting will be in 2 weeks.
  - Barrett: The ten-year calendar had been approved. The current blended calendar would only be an info item.

- **FDEC**
  - No updates.

- **GE** (see above)
### 5. Communication Strategic Plan

- McCrea gave presentation on SC Communication Strategic Plan (PPT and plan doc on website)
- Timeline of activities past and future reviewed. Flexibility and quick response to needs of the SCSC and SC will be key.
- Curriculum work will feed student advising, administrative areas will need to work together to help facilitate advising. Priority is to push the message out.
- Goal is to have consistent, accurate, information that is positive.
- More to come moving ahead: Advising/Advisement, Students, and Faculty are the focus.
- Moon recommends including in the plan document info on what administrative communication is happening.
- Borre: mobile app has been implemented and could be utilized, analytics of user behavior on the page can be informative to the website design.
- Balgas: Talking points should be made for staff as well. Easy to replicate for staff.
  - Outcome: Talking Points for Staff will be developed and distributed electronically and hard copy.

### 6. Update on Project Timeline

Perry reports:

- Timeline now clearly reflects existing campus project timelines for curriculum.
- Graphic shown – AA development is the focus (Academic Advising).
- Beginning to develop IAP with consultants, a curriculum cross-walk similar to LA, will be empty until courses are approved.
- Point of contention – Faculty have until Sp17 to get final approval on their curriculum.
- As courses move to Curriculog to Acalog to Peoplesoft, they will be added to the reports that is being developed and will start appearing in audits and IAP reports.
- Goal is for Summer of 2017 for transitional students, may be ambitious.
- Student records, Student Finances, Financial Aid, etc. to come after, Admissions doesn’t begin until 2017. Transfer credit equivalencies and articulation will begin alongside student records and will move along the same timeline. Rules have been reviewed with ERP from previous summers.
- Chico Mod available but assumes an existing DB that we do not have.
- Curriculum completion needs to happen first, affects the timeline.
- New articulation agreements will create new equivalencies to allow the transfer of credits.

### 7. Adjournment

Meeting adjourned at 1:50 PM; Next meeting 5/13/16
Meeting Notes – May 13, 2016 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Eileen Barrett, Larry Bliss, Linda Dobb, Julie Glass, Mike Hedrick, David Lopez, Xianjian Lu, ZaNean McClain, Lindsay McCrea, Glen Perry, Veronica Salvador, Maureen Scharberg, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Diane Rush Woods, Meiling Wu

ABSENT
Monica Abruzzo, Jeff Bliss, Janeesha Jones, Michael Moon

GUESTS
Debbie Chaw, Carolyn Nelson, Julie Wong

AGENDA ITEM
1. Approval of Agenda and Minutes
   • Agenda Approved
   • Minutes Approved

   2. Report of the Co-Directors
      Report from Barrett
      Welcome
      Alicia Wilkins is our new administrative support coordinator for semester conversion. Alicia’s office is on the 3rd floor of the SA 3400 building. She’ll be supporting the SCSC and all semester conversion subcommittees. Everyone should take the time to introduce themselves and explain their roles on semester conversion.
      Congratulations
      ASI President David Lopez has been elected to be the President of the CSU system-wide ASI. This is a testament to the leadership skills of David and all of our student leaders at CSU East Bay.
      CSU System Work on Semester Conversion
      Along with Executive Sponsors Carolyn Nelson and Debbie Chaw, I will be attending a meeting with other semester conversion representatives at the Chancellor’s Office (CO) on Tuesday, May 17th. On April 27th, I presented to the Department Chairs luncheon about the progress on semester curriculum and degree audit. The CO is planning a meeting in July for all five of the converting campuses, where we’ll hear about the challenges and successes from Bakersfield and LA, the two campuses that begin on semester calendars in fall 2016.
      Timeline and Curriculum Review Process
      We are still on schedule with our curriculum review process. The deadline for curriculum to the colleges is today, May 13th. A few programs have requested extensions—ES, Philosophy, Teacher Education, and Geography and Environmental Studies, Communicative Speech Disorders—primarily because of their relationships with general education/graduation requirements. But many of these will finish by the end of the quarter. There will be some work on the college curriculum committees next fall, but most of the faculty review work will be at the GE subcommittee and CIC level. Thanks again to Donna Wiley, Sarah Aubert, and the rest of the APGS staff for their leadership, training, and hard work on this project.
      Budget
      As we have known from the start of this project, the emphasis and resources will shift as we move forward. Next year we shift our primary focus from curriculum to the advising of students. Mike Hedrick and I meet weekly with Audrey Katzman to review the budget, making sure that all faculty are filing forms, getting their appropriate compensation, and working with programs on any re-allocation requests. Currently Mike and I are reviewing our budget and developing a proposal for reallocating within the original budget to fund the work on the necessary advising that we’ll be emphasizing next year. We are also drafting a referral requesting that ExCom continue and semester conversion fund next year the Task Force on Faculty Workload. Our goal is to have a report and recommendations for our next and last SCSC meeting for the academic year on June 3rd.

3. Report of Subcommittees
Report of the Subcommittees

• Administrative Support
  Glen Perry reminded staff that lunch will be provided at next meeting 6/3
  Passed recommendation on release of funding so positions can be hired for
  semester conversion Phase II – recommendations are pending
  Workforce very busy – submitted referrals with Ex Com – FAC and CIS
  working with them
  Currently working on recommendation to add business process
  enhancement item to allow software for admissions. Document will be
  forwarded to executive sponsors
  Veronica Salvador updated members on 5/9 meeting with consultants.
  Discussed SharePoint site with Tech Consultants
  Degree audit 25% completion on go-lives

• Co-Curricular Support
  Diana Balgas discussed communication needs (MP3 retreat)
  Talked about responsibility of committees to share information regarding
  resources, pledge, etc.
  Shared U-Hour Survey Power Point Presentation with members
  Update from Student Health and Wellness
  Asked what are next steps for next academic year – creating task force
  High Impact practices i.e., student research

• Communication
  Stepping up meetings to bimonthly.
  Planned presence at all of the Student Orientations this summer
  On target to have video on Pledge for Students available at orientations
  Moving ahead to include semester conversion presence on CSUEB’s
  website template
  Big discussion on need for engagement with MPPs; Target people not
  involved directly with SC, but in the spirit of inclusion – meeting with Julie
  Wong to discuss further strategies for SA
  SC Information and Academic Advising for Department Chairs Summer 2016
  document presented and approved.

• Faculty Development
  Working on plans for the IDEA Book

• Student Advising
  5/10 kickoff for advisors
  Productive analytic piece will be on current version 2.0
  CSULA handbook will be used to model the CSUEB Student Handbook.
  Eileen suggested that material already developed by the SCSC be
  incorporated into the new resource.

4. Report of Senate and Student Committees

• ASI
  Hendrix Erhahon will replace David Lopez
  Semester Conversion ad-hoc up and running (Lindsay representing)
  Discussed advising and results of U-Hour
  Will decide if Ad-hoc should be more than just one year
  Transition new members at retreat next week 6/3

• CIC
  Discussed undergraduate and graduate programs – Senate approved
  Still vetting Business programs
  Moving curriculum forward – lot of programs made it through
  Changed rules on minor programs – passed through senate
  Working on graduate Overlays (3 as of now)
  American Institution Overlay on way to senate
  Writing II proposal moved to senate
GE thrown to CIC – likely to approve
GE will propose that courses be allowed to be approved as GE courses

- Ex-Com
  Senate meeting Tuesday
  Graduation requirements overlays 2:30 Time certain main concern is to get Overlays thru AS
  5/31 last meeting.

- FAC
  10 year transition calendar (2015-2025) with Senate

- FDEC
  Zanean: met twice; no questions for the committee
  Concern/suggest diversity and social justice should be included
  Syllabi should have suggestions for Social Justice Ice Breakers so departments can see the type of examples provided
  Eileen suggested Zanean extend an invitation for them to come to the next senate meeting on Tuesday to show what we’re doing along diversity and social justice.
  Senate meeting for Overlays meeting 5/17.
  Forward congratulations about Overlay for diversity passing
  Working on resolution to academic senate regarding incident at San Jose State University last year.

- GE
  Julie Glass: Overlay at Senate to allow courses to certify in more than one Overlay. (This was opposed)
  Moved forward on first year experience known as clusters
  Working on approval process
  Writing II to certify for GE

5. University Hour Results – D. Balgas

- Discussed results of U-Hour Survey
- Survey launched 4/15 to students, staff and faculty (refer to handout)
- Diane explained various charts and what they meant from the U-Hour Survey
- Informed committee that results were posted on Senate website and co-curricular website

6. Time Module TF Update – Watnik

- 3 modules now posted – draft report; U hour report
- Anticipate next week TM Task Force will send to executive committee
- Modified modules 1 and 2 (changed so patterns could be offered in particular class time slots)
  Module 4 may be restricted; module 2 No U hour; module 1 & 4 U-Hour
- Difference between the two is two days a week or 4 days a week
- Send message regarding which module is chosen. May be module where you can only have 50% - to prevent classroom stacking
- Meiling reminded committee that 2 time module links that are on website are old modules and need to be deleted

7. Academic Advising Strategies: Use of Holds - Scharberg

- Discussed use of holds to assist students making timely progress to degree
- Discussed goals and statistics including those students with no WST registration for Spring 2016. Suggested annual WST day and other programs around getting students to get there WST done
- Asked Glen about possible date for IAP’s to be complete. Could not give specific date but said software is currently being developed
- Question: Are we allowed to put limit on number of concentrations a student can have?
- Showed slides and statistics of examples of AACE’s 5th year advising programs
- Recommendations: Messaging campaigns through People Soft, Holds, Advocate 3 messages before student placed on hold; 1st message reminder; 2nd message reminder and warning of possible hold; 3rd message, hold will be placed on
<table>
<thead>
<tr>
<th>Registration</th>
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<tbody>
<tr>
<td>• Suggestions from Maureen: Revisit WST policies</td>
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<tr>
<td>• Allow students to take WST before matriculate to CSUEB</td>
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<tr>
<td>• Tie WST requirements into courses as pre-requisite and hold to pre-req</td>
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<td>• Intensive upper division writing course in major or GE (along with WST)</td>
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<td>• Use example from SJSU regarding students who didn’t take WST; however concerned that this would be a big culture change for students</td>
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<td>• Can place batch holds in People Soft</td>
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<td>• Other suggestions were: probation students, ghost majors,</td>
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<td>• Discussed slide on graduation application workflow</td>
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<td>• D. Balgas felt that some of these strategies have worked regarding holds but it’s just a matter of having authority to place holds and clear holds. (?)</td>
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<tr>
<td>• Discussed strategies to assist students with completing WST (negatives and positives)</td>
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<td>• Eileen asked what could the committee do to help Maureen move forward?</td>
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<td>• Recommend we start allowing holds either for WST or students who haven’t applied for graduation</td>
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<td>• Discussed passed policy on holds. Policy has been rescinded but has not been used. Fear is that we are, or might be unfair to students</td>
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<tr>
<td>• Glen Perry said messaging tool should be up in a week or so, but is in development.</td>
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<td>• Eileen recommended making a motion on Maureen’s hold suggestion. We can place on agenda for the fall.</td>
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<tr>
<td>• Eileen will work with Maureen on drafting a referral for this committee to approve and present to the Senate</td>
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<td>• Motion made and approved for draft proposal for holds</td>
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8. Adjournment 2:00pm
Meeting Notes – June 3, 2016 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

PRESENT
Jeff Bliss, Linda Dobb, Mike Hedrick, David Lopez, Xianjian Lu, ZaNean McClain, Glen Perry, Veronica Salvador, Maureen Scharberg, Nancy Thompson, Donna Wiley, Diane Rush Woods, Meiling Wu

ABSENT
Monica Abruzzo, Diana Balgas, Eileen Barrett, Janeesha Jones, Lindsay McCrea, Borre Ulrichsen, Mitch Watnik

GUESTS
Debbie Chaw, Carolyn Nelson,

AGENDA ITEM
Added MPP information draft approved by Semester Conversion Executive Sponsors

1. Approval of Agenda and Minutes
   - Agenda Approved
   - Minutes Approved

2. Report of the Co-Director – Mike Hedrick
   - On schedule with conversion review of curriculum. 60% of programs are either in review by senate committees or in review by APGS.
   - Time module task force presented to Senate – accepted document to Senate for referral. Senate will vote and forward to President.
   - Eileen wanted to thank everyone who worked on the Time Module committee. They produced a great report.
   - Made a special motion to acknowledge Eileen Barrett and Jason Singley for setting up a great Semester Conversion process and structure.

3. Report of Subcommittees

   Report of the Subcommittees
   - Administrative Support
     Before Glen presented for the Administrative Support Committee he yielded the floor to our Semester Conversion Executive Sponsors, Debbie Chaw and Carolyn Nelson. They both acknowledged and thanked Jason and Eileen and the entire Semester Conversion committee and Subcommittees for all of their hard work. Asked that they continue with their energy and passion to transform student success. Also thanked Donna Wiley for her work in moving Curriculog forward.
     - Glen informed everyone that he is now ready to distribute funds for the non-academic portion of the budget. Department heads will receive AY 2016/17 budget soon with instructions on using the correct chart field, fund number and project codes. In addition a letter will be included reminding departments to notify Glen once the hire is made.
     - Sample of IAP reports from CSUB and Pomona configurations. CSUEB are now in design phase to be developed over the summer.
     - Jeff explained the Design phase (Branding/Graphic Identity) as things like school colors, logo, graphics, etc and it is just for us to ensure that whatever we decide on we remain on the same page.
     - Glen made a motion to allow the Director of Semester Conversion, in consultation with Communications, Student Advising and Support, & University Advancement to act on behalf of the steering committee to make decisions on the IAP’s graphic identity, so that it can be worked on in the summer. (In light of the fact that the steering committee does not meet in the summer).
     - IAP’s are currently being configured in our system. Consultants gathering information, but not much to report because framework still being built. Need committee to provide information for customization. Hoping this will all be fleshed out in the summer so it can be ready in fall.
     - Mike asked for feedback from the committee on the two sample IAP’s from
Pomona and Bakersfield. Maureen requested to see a copy of CSULA IAP. Glen agreed to obtain a sample.

Co-Curricular Support
- Diana Balgas was not present so David Lopez gave brief presentation in her absence. Reported that the Co-Curricular Support committee had their last meeting two weeks ago. That meeting included a layout plan for the summer and they also reviewed the survey and drafted a letter to present to task force.

Communications
- MPP Information
- Focus still on finishing up freshman conversion (17 transfer cohorts)
- Video in production and planning to launch before orientation this summer.
- Welcomed India Christman-Rodriguez to the committee

Faculty Development
None

Student Advising
- Larry set up two committees: One will be to create a Semester Conversion Handbook set for June 17, 2016; and the second one will be to work on details of the IAP. This meeting will take place on June 23, 2016. They plan on being very busy for the summer.
- Maureen made a request to hire 7 temporary SAP II level advisors. Four will be in college success centers; 1 each in COS and CLASS; and one will be on the Concord campus
- Motion was made to approve Maureen’s hire of the 7 temporary SAP II level advisors. Motion approved and unanimously passed by the committee.
- Meiling asked how the SAP staff would be distributed. Maureen reiterated that each College center would receive 1 temporary hire. Zanean expressed concern about the distribution and need of each College since a bigger college may need more help and a small College may have no need for the temp. Maureen assured that each College will be offered the 1 temporary hire and if a College feels they do not need the temp, they can re-distribute as needed.

4. Report of Senate and Student Committees

ASI
- Two new ASI Officers have been assigned to Semester Conversion: Mike Hendrix as the new President and Louie Ramos, Vice President of University Affairs.
- Renewing Semester Conversion Ad hoc committee

CIC
- Mike gave brief update in Mitch’s absence. Informed committee that the last Senate meeting was held this week. And was happy to report that everything presented to the Senate passed, except for one document that Maureen suggested be returned. Passed are:
  - CSU 42 Overlay
  - American Institution
  - 10-year calendar
  - Quarter semester transfer calendar
  - CSU 31
  - CAPR 10
  - CIC 52 Ista
  - Time Module BEC12 document to enter into record and referred to Senate and President. This information can be found on the Academic website under committees of the Senate webpage.
- AY 2016/17 Senate will make recommendation to the President

FAC
- Policies were revised so 10-year calendar expects to be on the Senate plate next year.

FDEC
- Nothing new to report from last meeting
**Meeting Notes June 3, 2016 Page 3**

**GE**
- Overlay passed and forms are going up today.
- Going through curriculum with Maureen
- Maureen’s observation was that there was only one area (C-2) she hasn’t seen come through, however all others came through.

**5. SCSC and Committee Structure Moving Forward – Mike & committee**
- Mike discussed SCSC and subcommittee structure document and the changes that he would like to have approved. The major changes are:
  - no assigned time in terms of equity and this has now been changed to stipends
  - Admin Support stipend will be $500 per quarter; Faculty Development and Student Advising will receive 4 double 2’s for the year, however will be able to opt for stipend instead. That can be worked out if need be.
- Committee discussed new revised SCSC and Sub Committee membership list and made changes on the list with input from the committee. The committee felt that someone was needed from Enrollment Management with records of graduation. It was suggested and approved that Angela Schneider, University Registrar would be the new Division of Student Affairs, Staff Representative.
- There was one change on the faculty membership of the Semester Conversion Steering Committee; A proposal to have a COBRA representative rather than a CAPR representative; both Meiling and Diane had concerns with this and wanted to know the rationale behind this decision. Concerned as to why one committee would be excluded when it was easier to keep Donna since she is on CAPR and add a COBRA representative. Committee voted to keep the representative from CAPR and invite C OGRA to select a representative for the SCSC.
- The membership list was approved with minor modifications; Mike can present to Senate and Executive committee.
- Glen made a motion to the committee to add an ERP consultant to the Administrative Support committee. Motion was seconded and approved.

**6. Degree Audit Status Report – Veronica Salvador**
- Veronica provided a status update on the Degree Audit progress as of June 2, 2016
- 32% of undergraduate majors are complete, which means they are currently serving 59.8% of undergraduate students with Degree Audit. Another 17% of undergraduate majors are currently in progress. Undergraduates are being prioritized since they are more complex than graduate programs.

**7. Curriculum and Curriculog Update – Donna Wiley**
- Donna went over the Semester Conversion Curriculum Status report as of 6/2/2016 that was handed out to the committee for discussion. She is happy about the progress of the new system that’s been implemented. Please let her know if you see any discrepancies.
- General idea of how many programs are completed: 2 colleges (science and business) all programs out of college
- CLASS after today will have all programs out of college
- CEAS still needs a little work; majority are done
- Congratulated her staff for all of the hard work they’ve done

**MPP Discussion – Mike Hedrick**
- Mike presented MPP information document with committee; the draft was vetted by Executive Sponsors and now needs the SCSC to read and approve.
- This document is meant to reinforce to all managers, in all departments, regardless of title/positions to continue to have a discussion with their staff about the Semester Conversion so that everyone is aware and updated.
- Motion was made to approve the draft. Motion approved and unanimously passed by the committee.

**Meeting adjourned at 1:30pm**