Meeting Notes – January 12, 2017 - 10:00am to 11:00am SA - 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT
David Corral, Mike Hedrick (ex-officio), Rhonda Johnson, Cesar Maloles, Lindsay McCrea (ex-officio), Glen Perry, Manuel Saldanha, Angela Schneider, Donna Wiley, Maureen Scharberg, Twinki Mistry

ABSENT
Cathey Hurtt, Joanna Giron, Andre Johnson, Tony Tijero, Surendra Sarnikar, Jasmin Magallanes, Ilana Samuels, Amanda Segura, Veronica Salvador

GUESTS

AGENDA
Motion to approve: Maloles/Hedrick/Passed

MINUTES
All in favor – Approved

1. Report of the Chair – Glen Perry

- Glen reported that the operational IAP is being used but problem with bolt-on advisor planner was displaying PeopleSoft error message. This has been corrected and moved into production last night…no complaints, so assuming working. Second problem that is intermittent in IAP and haven't been able to replicate…only occurred in the pre-production database
- ERP programmer is looking at one record that shows error example to figure out why it doesn't appear in the Production system
- David suggested looking at versions of Oracle to make sure if they're the same.
- Glen said we'll see what ERP programmer comes up with today. Planning to let advisors know to be on lookout for the issue in case it does pop up in production. Considering amount of effort only two minor errors. No loss of data when IAP being approved.
- Second item deals with academic scheduling of courses. Provost would like to see us begin test scheduling for semesters as soon as possible. Looking at various scenarios that will allow us to do sooner than waiting for completion of the PeopleSoft semester course catalog (extracted from Acalog) and using PeopleSoft to develop a term class schedules following same processes we use today in quarter production database. Examining two possibilities: building series of pseudo courses that allow using section number in specific ways so they can build multiple courses. Three unit pseudo, five unit pseudo, etc. OR having departments develop a semester term schedule using a template which can load data directly into R25 and bypassing any data in PeopleSoft.
- Length of three day courses for semester - 3 unit course requires 50 minutes. What is two day? 75 minutes per meeting, 150 min a week.
- David encouraged Glen to stay with Manual, College Net, and 25 live.
- Donna suggested letting Sarah know, so they will know if they need to alter program.
- Glen thinks it doesn't' matter what course it is, but the time block is what's important.
- Donna asked if we'd discussed ground rules for use of scheduling blocks; going further than warnings and giving quotas of some kind. She said the University talked a little based on a CSU Bakersfield document. Some might be applicable but really need to see some data. Decision on restrictions must come from the Provost.
- Glen said Lucero thinks we should strongly discourage the Monday-Wednesday pattern although it is built in as part of the improved scheduling pattern (Module 3)
- Cesar shared that students are concerned that two day schedule is better than three day schedule because of the commute some students have, jobs, being able to
concentrate on studies, etc. He said he’s trying to be sensitive to the student’s needs so he’s hoping the committee will take that into consideration.

- Discussed two day/three day schedule.
- Will there be flexibility for Saturday classes? Yes
- Glen reported that they are proceeding to begin training and do the work for the implementation of the replacement of CSU Mentor that will go into production winter 2017. Work beginning this month, testing in April for go live in June 2017. Not quite sure what all bells and whistles will be, but will have new set up pages in the application. We will be minimized on what we can do and will expand as we can so we don’t get caught in diverting our attention away from semester conversion.
- Glen found out campus is moving forward with Impaction application and we have been approved to go to next step. We are able to move down road of approval. Three more committee hearings. Cal State Apply and Impaction should remind us things are continuing to change. There will be specific language about our Impaction.
- Applying to CSU Mentor - revising a decision made a long time ago: Believe student population don’t always know what they want concentration (option) to be…student choice has always been major only or major plus concentration to avoid requiring them to declare their major because it lifted a burden off the registrar’s office. So the question is, do we want to allow them to continue to choose major only without an option, or take that option away and declare they must declare major and concentration...
- Maureen commented that the problem is at the transfer level because they have to choose immediately their concentration.
- Glen said he’s pretty sure application won’t let us have one set of rules for upper and lower division.
- Glen said he needs to send back information to CO to set up environment for Cal State Apply where we will start working on testing and set up of production. Thinks best option is to have them declare concentration and major…and reassure them they can change.
- Questions were asked regarding wasted courses and discussion.
- Lindsay brought up the graduation in four years initiative…asked if we could get that on the agenda so we can move forward….Angela said that group is not meeting.
- Maureen said when students are undeclared they float, and it becomes a problem…better to have them locked in…much healthier for campus, for transfers, and natives to both have to declare major.
- Glen gave forbidden four declaration example from the Chancellor.
- Maureen doesn’t think transfer students want to come in undeclared.
- Donna said she’s pretty sure subcommittee on same page…students must declare major.

2. Request for Project Funds for SC Temp Hire Equipment Purchase – Glen Perry

- Mike has approved a request from AACE to use semester conversion funding to purchase equipment so temporary counselors will have computers to work on to create IAP’s. Donna’s office was the only office that requested a budget.
- Glen has already ran this by Debbie Chaw….she’s fine with it, but will meet with sponsors for final approval and will tell Larry to use the semester conversion chart field. Glen made a motion for approval to use semester conversion funds to purchase computers. Motion approved by subcommittee without objections.

3. Degree Audit - Manuel Saldanha

- Manuel down to three waiting or sign off on environmental studies and science. History hasn’t responded.
- Wendy reached out to department chairs. Semesters DAR development beginning with nine in progress. Wendy looked at integrating and we still require clarification of some rules and the catalog to reach completion so that rules may be completed.
Meeting Notes

• Donna asked if equivalent courses automatically populate once you take the equivalent course.
• Glen said what is under discussion, is the decision on what way we want policy to be written. This discussion is part of a long list of items we’re currently creating. The advising and academic world agree that for an equivalent course, it should still be the same exception.
• Glen wanted to remind everyone that they will still be meeting to review these topics...just want to narrow down for list.
• Donna asked about degree audit/catalogue rights: Can a transition student decide fall 2018 that they want to be under fall 2018 catalogue? Thinks it will make easier for students to follow courses. Yes this is an option
• Glen said a decision must be documented in policy…doesn’t follow Title V policy. So if we ever have to undergo audit we can show what’s in our catalogue.

4. University Catalogue Updates and Policy Reviews - Donna Wiley and Angela Schneider

• Donna reported that they are continuing to meet. Now all people involved given the edit power. Thinks this will help move through the process much faster.
• Making changes to graduate section. There is a trail.
• Sandy’s been attending meetings.

5. ERP Updates – Joey Hapst and Open Discussion - All

• Currently creating data mover scripts and test scripts to populate one of the semester test data bases so they can do first round of system integration testing with all modifications that have been inserted in people code and all local modifications for semester conversion. Begin testing through end of month to beginning of April. Will review before we begin user acceptance testing this summer.

Open discussion and other items
• Transfer credit rule……need to have subgroup?
• Manuel agreed to meet with Donna about transfer credit.
• Glen said Manuel should be getting approval to hire temporary person to do data entry.
• Glen will share updated format of the semester conversion dashboard which will contain all of the production items that will be going on.
• Donna would like to see business process between transfer credit and articulation.

Meeting adjourned at 10:57 am