Meeting Notes – January 25, 2018 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT	Jasmin Magallanes, Cesar Maloles, Lindsey McCrae, Flo Olney, Glen Perry, Manuel Saldanha, , Maureen Scharberg, Angela Schneider
ABSENT	Joanna Giron, Twinki Mistry, Veronica Salvador, Ilana Samuels, Surendra Sarnikar,
GUESTS	
Approval of AGENDA	A Schneider/J Magellan/Passed
Approval of Minutes from 11-16-17	

1. Report from the Chair – Glen Perry	
	• Two weeks ago steering committee meeting – ERP consultant Joey Harpst gave a status and readiness report for moving forward with semester conversion. Report was very positive. • Glen reported that he'd shared Joey's email with leaders of the functional technical group – very generous with words of praise about our performance and how easy we are to work with. • Testing caught very few problems but they have been rectified. We are moving forward and on target. • Countdown to semester conversion clock on website is different from the People Soft countdown which begins in April. The system will be converted the weekend of April 19. We will watch for potential problems after that. • PeopleSoft SA will come down April 20, back up on April 27 and system will be down again after April 27 for HR system upgrade.
2. Semester Conversion Dashboard – (Veronica Salvador) Glen Perry	
	• Veronica emailed the subcommittee the Dashboard status for Glen to report. • Dashboard shows everything is complete or in green status. • One area, Glen is watching are the requisite rules, however all else will complete on time. • Completion for semesters is a low number because many programs on are still on review status and on their way to being completed (see notes) • ERP has completed their part of the technical work but will continue to help us test. They've also done comparison between code set on 9.2 upgrade against semester conversion work and determined that there should be no impact. Shouldn't have to retrofit any semester conversion work that ERP has done. • All testing has been going well. Degree auditing testing is also going well. • Beginning talks with people responsible for policy moving through Senate that require changes to PeopleSoft noting that we should be prepared because we may not be able to implement by fall 2018. Also gave CIC the message – soft code freeze • Maureen commented that all major policies are through the Senate and there is one modification coming through. She doesn't' see anything major that will come up; probation is fine, WST is fine, grade forgiveness?? • Maureen Discussed what if's all is not ready (grade forgiveness)

3. Degree Audit and Student Records – Manuel Saldanha	
	• Manuel reported on audits for graduate programs: 9 complete; 6 are waiting for department sign off; 18 waiting and there are two in progress • Student records working on transcript conversion. One area left and DAR semester conversion unit still in progress • Maureen asked if the advising subcommittee could look at the mock up before it's complete. Yes. • Requisites A1 and A2 - once we finish testing we will be completing 80% of requisites. We can definitely catch up and get there, but the GE area is the problem. • Angela reported that they will hire two temp positions for articulation (transfer credit rules); one funded with semester conversion money. They are about to make offers. The new hires will be here for one year from their start date. • Trying to figure out how to build a dashboard so others can see where we're at
5. Implementation of the XML Transcript Prior to Semesters – Manuel Saldanha	
	• Manuel asked for approval from members of the subcommittee to implement switch over of the transcript format prior to semester conversion roll out. Since this will be the most used program on Monday morning of Fall semester, issues can be vetted out before to avoid failures that could cause more accidents. Security and training issues would be avoided • If we implement beforehand will give staff a place to go for transcripts, and it will show them what will have occurred in semester conversion. • The XML transcript will show the new layout for units and the changed display for transfer credit adjust. All other semester related changes would appear after go live. • Maureen agreed that the Advising subcommittee will work together to get information out to all advisors. Advisors may also be able to flush some things out for you. • Glen commented this was a good idea because it would be in production before snap shot of 9.2,e avoided • The subcommittee agreed that to consider Manuel's request a go. • Will all updates roll out at same time? No • Baccalaureate credit? We can do that at the switch of semester conversion when all units are changing and can be explained with same messaging to students. Get the new look and feel and then implement policy changes
6. University Catalog, Policy Reviews and Printed Material – M. Scharberg/ A. Schneider	
	• Glen asked subcommittee members if they think word is getting out to students that they should be looking at the catalog and the website. • Maureen feels that they are, however they will do another catalog release in March and then any changes can be done after July 2. • How do we get academic departments to go beyond the catalogue and look at their website? • APS i9s moving to Acrobat forms. • Academic departments and their individual pages, should be doing due diligence. • Departments must get on board, in place, and ready to go; at least get corrections in and wait for implementation. This will give them time to review. • Maureen will put on her agenda for the advising subcommittee to review their pages • Cesar suggested that we get the word out to faculty that they should be checking links. Although standardized syllabi already are already on blackboard, faculty must still be pushed to check their links. • Glen asked if Lindsay would have a conversation with Roger Wen about updating blackboard for semesters?

	• Lindsay agreed and said that Roger can push down to faculty and implement any changes on the standardized. • Cesar will send Email by the to all faculty that we need to start checking links to see if all current policies are updated and working. He will also contact all the deans. • Glen would like to try to do in some review of application information in April. He will work with Maureen to communicate with college and departments to review programs that will be offered by admissions spring and fall 2019, so it can occur before spring break. • Need sufficient time to have information ready to go into Cal State Apply by fall 2019 so graduate programs can work on their projects. • Lindsay suggested the need for a master calendar so everybody knows how it will work by Cal State Apply. Will be much more simplified when we move to semesters. Master calendar will let all department know when programs are ready. • Lindsay discussed a general administration calendar that looks at non registrar, non-admission from an administrative or academic affairs point of view for when things are due? Also budgets, proposals, RTP, lecture reviews, etc. • CSC working on curricular procedures • Lindsay also suggested that maybe there could be a "short-lived" master calendar task force to put this idea on the table so that there is an awareness…. • Who would be the audience for this master calendar? Although initially, administrative, it could filter to faculty if they are involved in any way.
7. Open Discussion	
	• Due to Cesar's schedule this quarter, he would like to have a colleague sit in his place on this subcommittee. He will submit the colleagues name to Mike. • Flo answered an earlier question regarding student unit budget for undergrad and grad: UG-$199 per unit, Grad-$271 per unit Meeting adjourned 10:57