Meeting Notes – October 20, 2016, 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>David Corral, Darrell Haydon, Mike Hedrick (ex-officio), Jasmin Magallanes, Cesar Maloles, Glen Perry, Manuel Saldanha, Maureen Scharberg.</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Cathey Hurtt, Lindsey McCrae (ex-officio), Liz Ginno, Rhonda Johnson, Twinki Mistry Veronica Salvador, Angela Schneider, Amanda Segura, Donna Wiley</td>
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<td>GUESTS</td>
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<td>AGENDA</td>
<td>Motion made, all in favor - approved</td>
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<td>MINUTES</td>
<td>All in favor – Approved</td>
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1. Report of the Chair – Glen Perry

- Glen opened the meeting by letting members know that there would be limited information to report today. He also let the members know that If there were any changes or comments to the prior meeting minutes, please forward to him to have corrections made. Veronica not here today she is on assignment elsewhere and Alicia was out of the office also and not available to take notes. A recorder will be used to record the meeting minutes and will be transcribed by Alicia.
- Glen reported that he updated the timeline on the website two weeks ago, so pretty much on a standard pattern to update every two weeks. The ITS workbook of assignments updated and shows that they are progressing on appropriate timeline. A lot to do by end of December but expecting they are accelerating.
- David Corral interjected that they’d reported 32% so he think they’ll make it by the end of December.
- Glen also reported that the consultants were working remotely this week, and they are each scheduling individual meetings to get answer questions, give updates and feedback because they’re prepping to finalize our configuration while they are in Pomona. They will have targeted conversations on items to follow up on or come up with best practices for us.

2. Semester Conversion Dashboard – Glen Perry (For Veronica Salvador)

- Glen gave handouts to the committee, a two-sided document that is currently a shared Google worksheet. Everyone has access to view in this group as does the President and Chief of Staff to monitor progress of the project. To view, go to Google sheets if you’d like to see it.
- Everything is green and two items are complete and one item, transfer credit is being reassessed as to timelines and due dates for various activities. This will probably be looked at more deeply at the end of the month. The modules themselves show that leading the pack is Student Financials as far as completing tasks in the project plan. This may be saving some money budgeted for transformational tasks.
- COBRA, standing committee of the Academic Senate is preparing to issue an invite for a budget presentation on Semester Conversion. Glen talked to Debbie Chaw about this yesterday and said they basically agreed to come up with a common spreadsheet, similar of what is being shared with the president so that way there can’t be any inconsistencies and we’ll all be speaking the same language.
- Darryl said they may not have until January
- Glen agreed with Darryl, but said he was not totally sure why they’re asking, but their charge is the oversight function and they will consider watching over this as part of that function on behalf of the faculty.

- Glen asked the committee if there were any questions about the Milestone document. He asked if there was anything that stands out to them in the document. He asked that they think about it and let him know if it’s something they think should be added or if we’ve included something that we don’t think cabinet officers will care about, because they (cabinet officers) are really the audience we are targeting. This document will be updated with each incremental update of the timeline itself.

- Darryl’s observation is that the two items that were completed, were completed two to three months after their initial target dates, so concerned that if we experience that kind of slippage, that’s going to be a significant challenge for this project. For example the development of Acalog, an extra month, academic structure three extra months, so he had some concern about the current dates being legitimate and achievable.

- Glen agreed that was a good point, and explained that with Acalog they didn’t have a lot of control over that slippage. But things that are within the modules we have more control over and the academic structure piece slippage, I think partially due to waiting for things on the curriculum side to give us information for input into academic structure. We may see slippage in other areas based upon the current year review of the curriculum based on timeline.

3. Degree Audit – Manuel Saldanha

- Manuel reported that currently we have 4 majors, 1500 students waiting for the final workshop scheduled for next week. We also have 13 majors, 1400 students we are currently working on. Remaining is 165, 3 more majors. After that we’re pretty much done for undergraduate. We’re doing some for graduate because we were requested to do so, so we’re pretty much on target for quarters.

- Glen has asked both our academic advisor consultant and Wendy to plan to call a meeting to review overall implementation strategy for the DAR in semesters as a follow up to the meeting that we had at the end of last spring so we can have the same level of agreement and comfort, before they start building, they are on the right track. Especially GE, because we only need to build GE once hopefully. Then the focus can be the team rolling out majors as quickly as they can.

- Looks like we’re in good shape on audits. Being able to focus our project on running audits, as Maureen knows, will be a significant data gathering tool as we’re talking about our enrollment planning function for the next month or so and steps we are taking to move things out the door and build capacity.

4. Policy about Rounding Units - Angela Schneider

- Angela reported that this went to CIC already and passed. Mitch was going to write up a policy, a referral to discuss it but then they approved up to ½ of a unit a student is short, we will still graduate them and then Glen’s analysis showed that with our current population it would only affect 24 students right now. It’s a very small number, so everyone agreed that was a good idea to have that policy in place.

- Angela’s concern is that we didn’t really talk about a time limit on that policy. It should have a sunset. We will have to bring that up. Angela will email Mitch about that.

- Angela asked the committee how many years we should give the student to make use of the .5 unit waiver.

- The response was, two years after conversion. Asked if anyone knew if any of the other campuses had a sunset and Angela responded, no, but she wished they did.

- One committee members asked Angela if she could ask the other campus if they “wished” they’d given a timeline/sunset date, and since they didn’t, what did they think about not having one now that they’re living it, and what would have been an
appropriate sunset date? Two years sounds reasonable, but three years sounds reasonable also.

- Angela responded that we could always make exceptions in the future. Three years is good. Means if a student started here, it would still give them three years.

- The other discussion on a separate topic was offering transition courses to make up a unit, two units....offering some additional courses so that if a student was more than ½ unit short, they'd have something to take independently.

- One suggestion was Independent study.

- Glen commented that, historically it had been the person in Maureen's position that would be the instructor of record for that course.

- If they are a transfer student and maybe brought in more units than we accepted then we might consider allowing additional transfer credits toward the degree. I think if it comes to that we would look at individual cases. Sometimes it's easy and sometimes you have to take another course.

### 5. Open Discussion and Other Items - All

- For the open discussion, Glen just wanted to mention the task that the working group is undertaking, which is to read, line by line through the academic catalog to see if there is anything, any policy that we may have missed, something in there that we can't identify or tie back to a policy that may need a policy. Or anything else that may need to be brought to the attention of the Academic Senate that isn't something that can be done administratively.

- Angela asked if they would be looking at the admission sections and Glen said he's willing to do so. He said we looked at the 16-17 and 17-18 but there weren't necessarily looking a semester specific changes at that point. But think we made notes about other areas should consider what is in this section because of semesters there are a lot of overlap because of semesters.

- One member commented that, there weren't a lot of policies in the admission section, but there were a lot of overlap. Angela said she would take a look to make sure we catch those, but agrees that she doesn't see a lot of policies being needed or admissions….mostly records.

- Glen asked if there was anything else the working group will be looking at. He said he had the feeling during our 15-16 working group had pretty much gotten through all of the CIC policies and that the faculty had looked at all the FAC policies.

- Maureen mentioned, that the only one out there that I know Mitch knows about is the WST. Talked to Mitch and has to just wait for the processes to take place. That's the big one as far as she knows about.

- Angela commented that she also has written a graduation filing policy and intended to take to FAC, but that meeting was cancelled. There is one scheduled in early November so will check with Julie to see if they are planning on holding the meeting so she can see if she can get on that agenda. If not, we'll just have to move it forward and take to CIC.

### Other Items

- Darryl wanted to mention the CRS project. Timelines are changing and it's all in flux right now. Originally those system changes were looked at to be done after conversion but now the CO folks are making a lot of noise about advancing the timeline. They're changing their strategy but clearly, they're speaking about the conversion campuses but they would like us to do multiple things at the same time, so just be aware that there is an outside storm potentially that may make it to our campus. They're trying to do system changes, semester conversion and upgrade and the system conversion at the same time so...

- Glen said he got a chance to listen to their presentation for the third time yesterday and found only one line different that he can report that Pomona and East Bay, are ready to take a very strong stance and say, NO. We will do it when we originally said we were going to do it which would have us beginning the project in June of 2018, and going live in December of 2018.
• Darryl commented that there is also a very clear realization on their part that our highest priorities is system conversion and they’re not going to jeopardize that by forcing something.

• Glen said he’d also pointed out to them that the projects they’re putting on us require resources to be diverted. The new admission application is an example.

• Another member mentioned that a lot of students have been telling/asking him, “why is it that if there are seats available in the other class, after regular enrollment, do you need a signature from the faculty or permission to enter the class when the seats are available. Students should be able to make that decision. Not sure if the situation is also the same in CBE where they’re trying to increase enrollment. This is a hurdle that blocks enrollment. Not sure what part of this is from the initiative side and what part is actually from the faculty side.

• Angela responded that the Faculty Senate policy states that on day 6 permission is required from the instructor, but you can delegate that to the academic department. But that is up to you to figure that out in consultation with your department chair and your college because they have target. Departments normally set up a process and a procedure and faculty know if that’s going to be the case the department approves.

• Concern that sometimes faculty are not on campus and the students are trying to reach them…it creates obstacles for them and if our goal is to try to get them into the class.

• Maureen responded that that is a department situation to be administered by the department.

• Angela responded that the purpose is that you don’t want a student coming into your class two weeks in showing up and you having to deal with them having missed so much of the class the faculty wanted that control. To make sure a student isn’t too far behind for them to get into the class.

• Member stated he thinks the policy timeline to get into the class is too long, it gets blocked to early and students say they cannot reach the professor, so what is their option if the professor is not here.

• Maureen commented that it is still a department decision. This discussion had already been discussed with the academic senate already.

• Glen commented that different colleges give their advisor different levels of authority. So it’s not the same across the campus.

Meeting adjourned at 10:45am