Meeting Notes – October 5, 2017 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>David Corral, Euphemia Aquino, Michael Hedrick, Cesar Maloles, Twinki Mistry, Flo Olney, Glen Perry, Manuel Saldanha, Ilana Samuels, Surendra Sarnikar, Angela Schneider</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Joanna Giron, Jasmin Magallanes, Lindsey McCrea, Veronica Salvador, Maureen Scharberg, Donna Wiley</td>
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<td>GUESTS</td>
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<td>AGENDA</td>
<td>Motion to approve: Manuel Saldanha/Cesar Maloles/Passed</td>
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<td>MINUTES 9-7-17</td>
<td>Accepted by committee</td>
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1. Report from the Chair – Glen Perry

- Glen welcomed the subcommittee members back for fall AY 17-18. There were three new people have committee members: Ilana Samuels – Prospective Student Services; Eufemia Aquino– Interim Exec. Director, Financial Aid; and, Flo Olney – Student Financial Services, Interim VP.

- Glen informed the subcommittee members that tomorrow, Friday, Oct. 6, 2017 is the first Steering committee meeting of the year. The agenda will consist of a series of reports from the subcommittees to bring everyone up to date of what happened over the summer, i.e., reading catalog copy, absorbing new policies, and what they mean, as well as how to implement them.

- Glen reported that his primary activity is checking in with all of the functional modules to make sure we’re on track with testing. We’re scheduled to finish this round of testing in mid-November. In early January there will be second round of testing to check anything we’ve changed. We will also test for any changes that were made to the DAR as we implement executive order rules and began to hear back from academic departments on semester transform majors in the 18/19 DAR.

- Hope to have reconfiguration of the DAR by end of the year. Go through testing that includes advisors from college of business, registrar’s office and AACE.

- Mid-April we will do the conversion. Following, we will issue registration appointments.

2. Semester Conversion Dashboard – Veronica Salvador
Glen informed the subcommittee that the Dashboard version that’s posted on the semester conversion website is about a month out of date. ERP is updating their project plan this week.

Manuel and Glen will review dashboards, pushing dates out and will move expectation of completion.

Manuel is trying to finalize crosswalk table. Curriculum committees are still active; GE subcommittee will meet next week; they are still reviewing courses for GE and overlays.

Not waiting for committees to finish their work; it won’t have an impact on IAP, but from data, despite banners, monthly newsletters, flyers, etc., advising still has a long way to go. Three categories of IAP’s that are compiled are very small numbers. Tools need to be accurately represented for 18-19. Full steam ahead until President tells us to stop. We still have a two month retrofit that will take us to semester conversion.

Question: Since the new Assist is delayed, how do they advise students on what they should take, not take or plan to take? There is a gap.

Manuel gave the subcommittee members a brief explanation of the crosswalk. He explained that the difficulty will be for brand new semester courses that have been transformed because we don’t have articulation yet. Once crosswalk is complete it will be easier for people to use.

Glen said although it doesn’t impact most of us, as we were testing for the fall 2018 application process, we discovered how we were planning to assign codes to semesters. The original plan from Fit Gap was that all terms begin with a three, a two digit year, and a one digit term. There was an Issue trying to transfer into PeopleSoft; Chancellor Office sent email outlining the problem. Safest route, threes will be changed to twos and the last digit is the same to identify the semester.

Most retrofit is being fixed through SQL updates, which Manuel has now completed. This impacts the ten year calendar, session codes, etc. This needed to be fixed so that we could move forward with configuration. Keep in mind as you’re looking at data, you’re now looking for two instead of the three.

We will be updating dashboard in the next week. Once complete, it will be posted on the semester conversion website. We won’t have clear picture for the Steering Committee tomorrow but will emphasize the impact of the retrofitting necessary to conform to the EO 1100 and 1110.

3. Degree Audit – Manuel Saldanha

Manuel reported that they have built 38 degree audits and 30 graduate degree audits and are testing for retrofit. Undergrad is 70% and grad is about 60%.

Request and approve the ones that are completed, and continue to move on so that we can finish semester audits as soon as we can.

Not available to students until signed off by their departments.

Remember, the dashboard shows semester audits at 0% complete, but that’s only because they haven’t been approved by the department yet.

The note section on dashboard shows how many completed and how many in progress.

4. Policy Changes and Impact on Completed Work – Glen Perry

Glen reported that executive orders are primary right now. GE catalog year shift, he’s hoping that we are in steady state and that nobody starts entering new directives.

Glen concerned that we don’t start making a lot of curriculum and grad requirements changes going in to 2019. He hopes new policies for 2018 will be allowed to playout before we make changes, but he can’t determine out that far.

Mike concerned that based on the fact that Sonoma was granted an extension, he foresees us going down that same road. He thinks it doesn’t do us any good to
delay, but may make it worse. If it moves in that direction, we need to push hard against the delay.

- Glen won’t be here in 2019, Mike and Angela will be here to carry forward.

5. University Catalog and Policy Reviews – Glen Perry/Angela Schneider

- Policy reviews are complete.
- Gone through every section of catalog that’s administrative. Encouraged to look for anything that changes between now and end of the year when true version goes live. If executive order go forward, what does that do to our catalog copy? There is potential work for that committee that we can’t disband just yet.

6. Semester Conversion Funding for Articulation – Maureen Scharberg/Angela Schneider

- Funding for Articulation was approved by sponsors.
- Registrar (Angela) and Advising (Maureen) have moved forward in posting positions for one year. Glen’s been asked to have ERP prepare a proposal for assistance in functional creation of transfer credit rules. Have not heard back from them yet.
- Glen was asked to have back up plan in case there is not an applicant pool of people who want to be a transfer credit analyst for a year. If degree audit work ends early we may be able to use some of that resource to assist with transfer credit.
- Hope is that everything will be done by fall, so winter and spring can be used for full advisement.

Open Discussion

- Cesar asked if faculty will serve on the subcommittees without a stipend this year. Both Glen and Mike responded, yes.
- Glen will send email to the chairs letting them know that faculty will serve for service credit this year, and would not be getting stipends.

Meeting adjourned

10:42