Meeting Notes – November 16, 2017 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT
Cesar Maloles, Lindsey McCrae, Twinki Mistry, Flo Olney, Glen Perry, Manuel Saldanha, Veronica Salvador, Surendra Sarnikar

ABSENT
David Corral, Joanna Giron, Jasmin Magallanes, Ilana Samuels, Maureen Scharberg, Angela Schneider

GUESTS
Approval of AGENDA
M. Saldanha

Approval of Minutes from 10-19-17
M. Saldanha/C. Maloles

1. Report from the Chair – Glen Perry

- Glen reported that the main focus of past two weeks was trying to complete bulk of UAT.
- Two meetings this week - first meeting, new director of Financial Aid, Mike McKeon, Joey, Financial Aid Consultant to talk about status of Financial Aid implementation.
- There are some business processes that the new director wants to change for next financial aid cycle. She is compiling a list of prioritized items. These will be reviewed for whether or not it is in scope, and impact on timeline.
- Second meeting - consultant and lead “all hands on deck” to go over successful UAT. Building processes for if conversion ends up with student coming up short 1 point in their GPA, it will be corrected based upon the student’s records on their last quarter. To the student, the GPA will be the same.
- Looking forward to using Jan/Feb to complete PS configuration work. Test the configurations.
- Allowed a significant amount of time for curriculum review and development.
- Lindsay: Why couldn't we have a staged approach with students?
- Glen: First assess how many students are not meeting prerequisites, but when a new semester course is listed as a prereq to another course that there is a problem.
- Manuel - cannot identify programmatically which prereqs those are.
- Glen - it will be at least a year for faculty to feel comfortable the impact on the registration process if you turn on prereqs at time of enrollment. The student will have to go to dept and get permission number. Huge workload on the department.
- Cesar - “have it sooner, once a month, at end of month, after registration begins, faculty can find out and let them know.”
- Glen - One of our goals is that we would be able to produce transfer credit evaluations before the student’s first term.
- Glen - ERPA and PS identifying what remains to be tested and will complete within the next month. Still have time beginning of next year to make corrections. Get through our first cycles of processing.
- Admissions is Live for Semesters!
- COURSE CONVERSION GUIDE WENT LIVE!
- Working on interface for studen
### 2. Semester Conversion Dashboard – Veronica Salvador
- Veronica reported that the project is on track
- 2 semester DARs are complete (live)
- Waiting for department response on others, will again forward list to Veronica to escalate to get more departments to respond

### 3. Degree Audit – Manuel Saldanha
- Wendy working on testing unit conversion issue for semester DAR
- Question: Do we know how many students have completed their IAP’s? Manuel will check the numbers.

### 4. Policy on Incomplete Grades – Manuel Saldanha for Angela Schneider
- No Updates

### 5. University Catalog and Policy Reviews – Glen Perry/Angela Schneider
- Lindsey mentioned issues with the big picture at the top of the webpage. When you search, or move around to explore, it takes you back to start of search.
- No gradation. However, there are no content issues; just minor annoyances.
- Donna will talk to Sandy about this

**Meeting Adjourned** 10:53am