1. Report of the Chair – Glen Perry

- Glen reported that the last conversation with the Chancellor’s Office regarding the major upgrade and split of database between student and HR during the same time that semester conversion is happening, was met with push back from executive sponsors, CIO Pomona and Cal State East Bay. They all wish to remain on original wave schedule, otherwise resources will be drained, and staff is needed for the test phase, including ITS staff for PeopleSoft. Video conference was called with Pomona and CSUEB and it was decided that 9.2 would go live with original schedule of December, 2018.


- Glen gave subcommittee members handouts of the Draft Enrollment calendar for summer 2018-spring 2019 and a copy of the SC-Q2S Revised Timeline proposal so they could narrow down two weekends in December for upgrades and testing. Need to look at which weekend is most beneficial to us?
- Glen informed the subcommittee members that by proxy, ITS wants the week of Dec. 3
- Donna asked about likely consequences of going live Dec. 3? Glen responded that there should be none because by then we will be on a semester calendar and grades aren’t due until January.
- Darryl agreed with the Dec. 3 week. Felt that was a much better time and the least impact to students and operations.
- Glen said that Veronica will have to notify the Chancellor’s office of our decision by close of business today
- Tony’s preference was the Dec. 10
- Subcommittee’s consensus was to begin the upgrade on the evening of Nov. 29 and go live on Dec. 3.

3. Semester Conversion Dashboard – Veronica Salvador

- Admissions is 8% complete
- Academic Advising 71%
- Financial Aid 69%
- Student Financials 92%
- Green on all of these
- Veronica asked if the IAP is in production. Manuel said that Wendy is completely set up for security – IAP is 99%

**Discussion on User Guides for IAP**
- Got user guides to Maureen and Lori for distribution
- User guides – One version for students; one version for advisors. Need to make decision on where to post the student version. Suggestions were:
  - Student launching page on the My CSUEB website, video, advisor website, ACE websites, Student support websites

**4. Degree Audit – Manuel Saldanha**
- Manuel reported three workshops complete and one more scheduled
- Liberal Studies and International Studies will go live shortly
- Environmental Studies last meeting for testing is scheduled for Dec. 20 (hopefully can be rescheduled to occur before the break)
- Currently working on Human Development, Anthropology, Physics and Criminal Justice. History is still incomplete.

  - Glen interjected that the advisement consultant Jessica was off on sick leave for an undetermined amount of time. If she has not returned by January, another consultant will be assigned. However, she was able to complete the IAP, and the Framework for GE graduation requirements.

  - Demo is to be scheduled for academic representatives who were brought in last spring to discuss GE and grad requirements. We now wish to review the full package of non-major requirements. We now wish to review the full package, including Overlays.

**5. University Catalogue Update – Donna Wiley and Angela Schneider**
- Donna reported that she, Mike, Maureen and Angela were still going through catalogue line by line, cleaning up, moving things around, improving language and making minor changes. Process is going slow, but they are moving along.
- Angela said they still had a number of sessions scheduled through January, but they are still on the first chapter. They've only been able to meet twice because of their schedules, but so far no policy changes have been needed, mostly wording changes.
- Angela said that they were only looking at what was assigned to them and that Jasmin and India had already gone through the admissions part. She is assuming everyone else is doing their assigned work.
- Sandra is coordinating and everything is on the google drive for anyone that would like to view.
- Glen said that as we move closer to our deadline, it will be important to track what is in and what is not in.
- Angela commented that she is using the track changes to make it easier.
- Sandy keeps a master list in APGS.
- Angela said that in looking at the calendar handout, the ten-year academic calendar is not matching. She wants to make sure her dates are correct and has asked the subcommittee to not rely on the handout of the Enrollment Calendar until she verifies the dates. Until then, the calendar is still in draft.
- Donna suggested she send Faculty Affairs a message and inquire about dates with them.

**Other Items**
- Glen let the two new faculty members on the subcommittee know that he would give them the forms for release time at our next meeting on Dec. 1, 2016.

Meeting adjourned at 10:50 am