# Meeting Notes – Nov. 3, 2016, 10:00am to 11:00am SF - 0328

# Administrative Support Subcommittee of Semester Conversion

- **PRESENT**
  - David Corral, Darrell Haydon, Mike Hedrick (ex-officio), Amy Hui (for Rhonda Johnson), Jasmin Magallanes, Cesar Maloles, Glen Perry, Manuel Saldanha, Veronica Salvador, Surendra Sarnikar

- **ABSENT**
  - Cathey Hurtt, Lindsey McCrae (ex-officio), Rhonda Johnson, Twinki Mistry, Maureen Scharberg, Angela Schneider, Amanda Segura, Donna Wiley

- **GUESTS**

- **AGENDA**
  - Motion to approve Glen/all/passed

- **MINUTES**
  - All in favor – Approved

## 1. Report of the Chair – Glen Perry

- Glen opened the meeting by welcoming the subcommittee’s new faculty member, Surendra Sarnikar.
- Glen reported that he met with the ERP consultants yesterday. They are in the process of doing unit testing and it should be moved to a functional analyst environment today. From there it will go to our pre-production and then will open up to the Advising subcommittee to approve.
- ERP agreed to change the schedule of their technical staff to be here next week to support testing activities and help out with any immediate fixes that may be needed. It’s scheduled for November 16, 2016 to move into production.
- Functional lead will be working with Maureen
- Glen hasn't seen final version yet, but he’s been assured that the two buttons and appropriate text are there as promised.

## 2. Semester Conversion Dashboard – Veronica Salvador

- Conference room had no projector capabilities so Veronica emailed a copy of the Semester Conversion Dashboard stats to the subcommittee.
- Veronica reported that the modules are doing well. Admissions going up by about 4%.
- Student Records have increased
- Student Financials are at 80%
- Glen commented that the percentages in the timeline are only tracking set up and configuration and is not easily tracked.
- Veronica said it would be great if it was a way to track easily, but it is difficult, so it can be included in the notes section. Glen said the ERP consultants are talking about adding requisite in for easier tracking.
- Manuel said that so far they’ve reviewed about 200-284 in production
- Curriculum review process is moving at a pace that will allow completion in the winter.
- Glen asked Mike about CIC and GE being on separate paths and Mike replied that things were pretty much on track. GE may go into next quarter, but by then we’ll
have time module in place. He thinks the colleges are aware of deadlines and knows what needs to be done.

- Glen said he’d like to give the Records team as much time as possible because much of the input is done manually.

3. Degree Audit – Manuel Saldanha

- Manuel reported that Biology is live at 82%
- Working on remaining 16 majors that are left and Wendy is getting projected dates for the workshops.
- Veronica mentioned that everything on the report was green, no yellows, but wanted to talk with Glen about Transfer Credit changing to yellow. Glen responded saying that he would like to keep it green for now but would re-access when he returns from Texas next week.
- Two new milestones were added to the master timeline
- Percentages will still need to be pulled from Roger’ spreadsheet.

4. University Catalogue Update – Glen Perry (for Donna Wiley and Angela Schneider)

- Glen gave brief report on the University Catalogue in Donna’s and Angela’s absence.
- Donna, Angela, Maureen and Mike have been working on the undergraduate information chapter making any non-substantial changes that that may be needed. They’ve asked that subcommittee members who have any edits to please email them to Angela or Donna for consolidation. If there are any questions please speak with Angela, Maureen, Donna or Mike.
- David Corral asked if this would be the time to revise the content or procedure policies in the catalogue, in particular the Fairness committee. Mike said he should contact Donna Wiley directly and that they’ve been reviewing the catalogue to clear up any changes in the policies. David’s concern was that his department wasn't clear and needed clarification as to whether or not we are using the judicial process, or do we just “note” that the academic report was filed? Feels that there is some confusion on the Fairness process.
- Mike asked him to check Senate policies and send an email to the Senate chair about issues in your particular college. Feels while catalogue is being reviewed, it may be a good time to address these issues to make sure to clear up everyone’s concerns. He also suggested emailing Erica Wildy who handled student fairness issues.

5. Open Discussion and Other Items - All

- Jasmin reported that a Consultant meeting had been scheduled for this week but was cancelled. However, it is still in the works and will be rescheduled.
- Glen commented that the ERP consultants needed to go into the Share point and update the calendar dates.

Meeting adjourned at 10:30 am