Meeting Notes – Nov. 30, 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 11-16-17
M. Saldanha/C. Maloles

1. Report from the Chair – Glen Perry

- Glen opened the meeting with two items:
  - Item 1 - motion to cancel the SCASSC meeting scheduled on December 15, 2017.
    Ilana Samuels/Angela Schneider/motion passed.
  - Item 2 - motion to keep the two SCASSC meetings for winter and spring twice per month with the option of chair to cancel if no substantial matter needs to be discussed, or change to one meeting per month for winter and spring?
    Manuel motioned to keep the two meetings with the option of chair to cancel if necessary. All agreed, motion passed. Glen will still continue to show that faculty members are members of the committee.
  - Glen reported that he and Joey Harpst, ERP consultant are working on post UAT project plan; condensing big plan to only items that are still open. Most items currently scheduled to finish in December.
  - Couple items scheduled for final testing in January and February. Flo and Manuel have one scheduled.
  - There is still work being done in some of the end of term set up, and some of the East Bay campus modifications are still being tested. We have several that impact end-of- term processes, as well as exporting and reporting parts of the data report to the university. ITS is scheduled to do that in next month to make sure data is flowing.
  - Lots of fall 2018 data in pre-production databases so we should be able to test.
  - Subcommittees are scheduled to meet through rest of academic year, although may slow down depending on their charge. Most things should be operational in April with start of registration cycle. May be a little confusing for students initially, but assured they will adjust

2. Semester Conversion Dashboard – Veronica Salvador

- The technical items have not moved much from the last report.
- Since many tasks are now complete, Glen and Joey will be creating a subset of the current tasks in order to easily track the remaining items.

3. Degree Audit and Student Records – Manuel Saldanha
- Manuel reported that undergrad programs are 70% built; 8 complete, 6 waiting for sign off, 65% complete, 5 are completed, 7 waiting for department sign off.
- Last week the IAP numbers: total assigned were: 7,118 as of 11-29-17; total GE and major have completed 346, total GE only 579, total with major complete 1,054.
- Lindsay may proceed with communication plan that brings attention to Seek Advising Now.
- Glen reminded members again to make sure to wear semester conversion pins

<table>
<thead>
<tr>
<th>5. University Catalog, Policy Reviews and Printed Materials – Glen Perry/Angela Schneider</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Regarding the printed information, Glen encouraged committee members to communicate to their departments that all of your forms, printed information, and all collateral that needs to be revised for April (semester registration) should be in review by now. This review should also include website content.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Open Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Glen informed the committee that the GE catalog year policy (CIC17) was approved with no discussion. He still has some things to send to Angela, ie., CIC dates for January</td>
</tr>
<tr>
<td>• Any remaining GE policies needing revised that will affect GE framework? Don’t think so…GE subcommittee or CIC is going to formally update the CIC document for framework and double count; this is on their list of things to do.</td>
</tr>
<tr>
<td>• Donna suggested we all review the GE catalog section to see if language needs to be looked at.</td>
</tr>
<tr>
<td>• Manuel reported that interviews have been scheduled for the two temporary positions for Transfer Credit Rules. They are still building rules and hope to be in for end of year.</td>
</tr>
<tr>
<td>• Glen reported that as soon as Assist has everything in data format, CMS is tasked to write an interface that will allow us to pull updates from Assist, rather than get them as reports and manually build them</td>
</tr>
</tbody>
</table>

Meeting Adjourned 10:53am