# Meeting Notes – Dec 15, 2016, 10:00am to 11:00am SF - 0328

## Administrative Support Subcommittee of Semester Conversion

### Agenda

- **PRESENT**
  - Darrell Haydon, Mike Hedrick (ex-officio), Glen Perry, Manuel Saldanha, Veronica Salvador, Angela Schneider, Tony Tijero, Donna Wiley, Maureen Scharberg, Twinki Mistry

- **ABSENT**
  - David Corral, Joanna Giron, Cathey Hurtt, Andre Johnson, Surendra Sarnikar, Rhonda Johnson, Jasmin Magallanes Lindsay McCrea (ex-officio), Cesar Maloles, Ilana Samuels, Amanda Segura

- **GUESTS**

- **AGENDA**
  - Motion to approve Manuel Saldanha/Angela Schneider/Passed

### Minutes

- **All in favor – Approved**

## 1. Report of the Chair – Glen Perry

- This was the last SC Administrative Support Subcommittee (SCASS) meeting for 2016. Glen acknowledged that Darrell Haydon will be on special assignment at one of our sister campuses for 2017. His last formal action for the SCASS was to name an interim representative. The new interim representative to replace Darrell on this subcommittee for 2017 is Sherry Pickering.

- The consultants have been working off site and will continue through the remainder of the year. They have been working on writing test scripts and test data to load. The first one or two waves of testing will be done by consultants to allow our functional team to do the PeopleSoft campus tasks.

- Everything else is moving forward. Debbie and Glen will prepare the budget report to show the status of the semester conversion project budget per COBRA’s request.

- Consultant budget is under estimate. We’ve saved on travel and miscellaneous expenses. Hoping that the savings we’ve accumulated can be used for Semester Conversion’s other campus expenses


- Glen reported that we now have a final date for the 9.2 split of Dec. 3. Twenty other campuses will have gone before us, so hopefully all the “bugs” will be out and we will be in a good place in the summer 2018

## 3. Semester Conversion Dashboard – Veronica Salvador

- All controls are looking green. Transfer Credit Rule building not added yet, so might be yellow once measured.

- IAP is 100% complete. We have started transitioning to IAP Phase II and are 8% complete so far.

- Degree Audit for Quarters is at 63% with expectation of 99% in the next three weeks or so.

- History is on hold, has not responded

- Communication pulled back and will go live in January

- A couple of departments not on list for quarters...DAR team will do it in January.

- Advising 63%

- Student Financials 97%

- Financial aid 93%

- Financial records 99%
### 4. Degree Audit Functional Project Task and timeline development – Manuel Saldanha

- Waiting for Environmental studies
- Created draft for semester tracking
- Working on undergraduate GE’s
- Anthropology, Human Development, Physics and Bio in process
- January 3, 2017 set for functional task assignments: Transfer Credit rules, Degree Audit and Equivalencies and Pre-requisites.
- These three tasks will be added to ERP timeline plan for tracking
- Glen said the consultants were doing their best to have a sound work plan from January to June 2017.
- Donna asked if pre-requisites will be enforced for 2018.
- Angela said to her knowledge she didn’t think they would be. The last CIC document was postponed. Glen agreed, but said although there was no doc or discussion on the table, there had been a request to turn on the prerequisites for a pilot in fall of 2018.

### 5. University Catalogue Updates – New policies from campus and CO – Donna Wiley/Angela Schneider

- Donna reported that she is currently editing 2016-17 catalogue.
- Sandy Claflin will begin meeting and working from the 2016-17 draft. Will put everything in Acalog. One question is whether or not to continue using the “track” changes tool. There are a lot of changes, redundancies, etc. and Sandy will be a big help with this. There were several complaints about the format, and Sandy has fixed this also.
- Angela said she has been finalizing all of the calendars (quarter and semesters) and putting the dates in. They will need to re-do all forms and create a new logo that will be used for the new materials in 2017.
- Grad filing policy to CIC in January.
- Glen reported that Jessica is recovering and will be back in January so there will be no need for a replacement consultant. She has been responding to emails and documenting…..she’s also thinking about the overlays.

**Open discussion and other items**

- Donna asked about the draft class schedule – where are we with that? Glen said he’d talked with Debbie C. and told her that he didn’t want to rush. He wanted more real data available. Winter quarter courses will grow and we’ll have enough courses to put out a call.
- Once the President approves BEC6 , Manuel will establish a standard schedule according to what was passed by Senate.
- Donna asked if departments can begin planning their schedules, and could there be some type of power scheduler that can do department chair trainings. Glen said yes, and in January he would look into seeing if Denise could coordinate a workshop for department chairs and associate deans. Right now, he wanted them to focus on using the IAP tools correctly.

**Meeting adjourned at 10:37 am**