Meeting Notes – February 23, 2017 - 10:00am to 11:00am SA - 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT
Mike Hedrick (ex-officio), Rhonda Johnson, Cesar Maloles, Lindsay McCrea (ex-officio),
Manuel Saldanha, Veronica Salvador, Surendra Sarnikar, Angela Schneider, Donna Wiley,
Maureen Scharberg.

ABSENT
David Corral, Cathey Hurtt, Andre Johnson, Twink Mistry, Glen Perry, Tony Tijero, Jasmin
Magallanes, Ilana Samuels, Amanda Segura.

GUESTS

AGENDA
Motion to approve: Maloles/ Passed

MINUTES
All in favor – Approved

1. Report of the Chair – Veronica (co-chair)
   - Veronica chaired this morning’s meeting in Glen’s absence

2. Catalog rights after Semester Conversion - All
   - Committee discussed the Title 5 Policy guidelines. Veronica reported that Glen said
     he envisioned following protocol of moving to steering committee and on to the
     Executive Sponsors then to CIC.
   - Some subcommittee members felt that Title five is too limiting in definition of what
     students can select. Question was asked as to whether or not there was any wiggle
     room to allow campus (students) to select another year as an option; The issue is if
     we can let students declare the 2018 catalog as their grad catalog prior to filing for
     graduation if that is what the students intend to do.
   - Angela said this would need to be put in writing and a policy to follow. Thinks this
     group can recommend that it goes through as a referral.
   - Lindsay suggested the referral go to the steering committee at the next meeting in
     two weeks and asked Angela if she’d like to draft something from this committee, or
     would that be more appropriate for Glen to do? Wording of policy can be interpreted
     in different ways.
   - Lindsay suggested Linda Dobb as someone who could possible assist with
     interpretation.
   - Angela read from the Title 5 policy and committee members reviewed Options 2 and
     3 that refers to students wanting to use the 2018 catalog.
   - Maureen relayed her experience working with a major campus change and what it
     boiled down to was, students chose the path with the least requirements because
     they thought they could graduate sooner. She feels students want to find the most
     straight forward path.
   - Angela wanted to clarify that there are two different catalogs: One for major and one
     for GE. They were working with Major only – not touching GE’s.
   - The Title 5 policy must be followed if we’re looking at using the Degree Audit.
   - Manuel asked if there is a way, can we create a class of students who can declare
     on paper a waiver from what our normal requirements are.
   - Cesar suggested a possible shadow piece of paper that shows, if you follow this, this
     would happen, etc., however, Donna’s opinion was that defeats the purpose of the
     degree audit.
- The subcommittee ended the Title 5 conversion with the decision of not moving forward on writing the referral until further notice. Donna said she would email Rennie to ask what they have done.
- Angela would look into what CSULA had done.

### 3. Semester Conversion Dashboard - Veronica

- Everything on schedule; Green
- Updated curriculum numbers based on Donna’s assessment
- Module configuration almost complete. Admissions coming along (they started earlier than scheduled to allow time for the CSUApply software)
- New tracking to be added soon – Requisites build; transfer credit
- Systems Integration Testing – Environment prepared; moving forward
- The committee did not have any questions.

### 4. Degree Audit – Manuel

- Quarter Degree Audit -- History moved forward; Communications still hold
- Continue building out GE and test clarifications.
- Two majors’ anthropology and sociology
- Nine waiting on semester courses.

### 5. University Catalog updates and policy reviews – Donna and Angela

- Still working on catalog updates. Waiting on President for some, some with Senate, some with ExCom, and some with CIC
- Writing is the big one that is not done.
- 2015-16 CIC- 31 is not a policy document. Maureen is working on this and should have everything ready for catalog.
- None of the policies have been signed, so can’t write those pieces.
- Cesar asked about the judicial appeals process for filing grievances. Talked briefly about dishonesty and grievance process with students. There is a committee that looks at grievances to see if case warrants going to a panel, but this area is not being looked at for semester conversion
- Maureen doesn’t think Writing II and WSG will be ready until next fall.
- Rhonda reported that the transition of financial aid is going fine. She had a conversation with Brian Cook and asked if there was any additional funding we can add for summer 2017. Has a conference call at 2:00 pm with acting director at Bakersfield, Chad Martin. Maybe use emergency loan fund to make loans to students who wouldn’t be getting any money for summer fees depending on level of enrollment. Get together with Brian next week…he will talk to his colleagues at Bakersfield regarding money for summer….hopefully he will come up something, even if a fee deferment or an extended fee payment plan.
- Angela received an email from CSULA regarding Catalog rights. They did not write a policy, but wrote a decision. Angela is requesting a copy of their written decision.

**Meeting adjourned at 10:57 am**