Meeting Notes – February 8, 2018 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT
Jasmin Magallanes, Mike Hedrick, Flo Olney, Glen Perry, Manuel Saldanha, Veronica Salvador, Angela Schneider, Surendra Sarnikar

ABSENT
Joanna Giron, Lindsey McCrea Cesar Maloles, Twinki Mistry, Ilana Samuels, Maureen Scharberg

GUESTS

Approval of AGENDA
M. Hedrick/V. Salvador/Passed

Approval of Minutes from 1-25-18
M. Saldanha/F.Olney__/Passed

1. Report from the Chair – Glen Perry

- Glen reported that in the past week a couple of issues have surfaced that may cause some adjustments to our scheduled dates to announce conversion weekend.
- After a weekend spent going through scenarios with campus IT, ERPA consultants, functional leads, registrar’s office, AVP for enrollment services and CMS for an alternative weekend as the implementing campus and based upon feedback from CMS, the plan is to announce conversion weekend on May 4-6. He will make this announcement at the semester conversion steering committee meeting on 2-9-18.
- Angela commented that the only impact she sees is it will push summer/fall registration back one week; continuing students start a week later and new students will start a week later. Registration calendar will be adjusted to reflect the change.
- Cal State Pomona scheduled weekend is April 13.
- PeopleSoft 9.2 upgrade work begins in April; actual changes will take place in December.
- Next step will be for Angela to finalize registration calendar, publicize and make the announcement. She is just waiting for go ahead so she can make the change and let campus know.
- Glen is certain the new change won’t conflict with any processes using PeopleSoft.
- The Chancellor’s office questioned our term numbering convention for semesters. They are concerned about the table used by multiple processes that other campuses look at to determine appropriate value for sending a file, enrollment data, early start, and global database. They are sending a list of items for us to see if we need to do any retrospect work locally. CMS will roll out changes to the table on a term by term basis to avoid confusion. They will also do just in time updates with our new values in this table and we will need to remind them to do it at the appropriate time.
- Waiting for list of processes that may be affected, hopefully there is no impact on past term analysis
- This is not the first time we informed The Chancellor’s Office we were changing codes.
- We will not be changing our values; too close to semester conversion to change hard coded values.
- May be some work for Roger’s team and ERPA to see if there will be an impact on PeopleSoft processes; also a need for Manuel to review.
- Fortunately these issues come early enough for our first semester, in case we need to make adjustments.
2. Semester Conversion Dashboard – (Veronica Salvador) Glen Perry

- Veronica reported the information on her dashboard chart focused on the student systems part
- Mostly working on post user acceptance activities; everything is green
- Degree audit for semesters 34.55% up from 30%; 19 programs complete; 8 awaiting sign-off; 13 awaiting department response; 5 programs are in progress; 5 awaiting courses in PeopleSoft.
- A number of administrators anxious to go out and get departments to comply; Manuel will send out another email to the departments.
- Transfer Credit Rules 74.52%; Requisite Rules 53.68%

3. Degree Audit and Student Records – Manuel Saldanha

- Manuel reported that he’s made offers to two new temporary hires; one is hired and will start on Monday, February 12, 2018; the other is waiting for return of background check.
- Transfer Credit Rules will now be slower in implementation as we work on the colleges with few transfers and less articulation already in place.
- Requisite Rules are at 52%; 2 more common rules need to be written before the majority of the remaining requisites can be coded.
- Angela informed the committee that she has hired a new Assistant Director of Transfer Credit, - Alvin Quach. He will start on Monday, February 12, 2018.
- He will take pieces of transfer credit processing that exist in different areas and put them together. He will also be the campus contact for Transfer Credit issues.


- Glen gave Angela the approval to send out the new registration calendar.
- Angela reported that the prerequisite health science policy went to Academic Senate for first reading. If approved, policy would be effective for registration starting in fall.
- Glen commented that we have insufficient resources to take on another pilot. We need to be aware that original policy said we would not implement during registration; health science is the exception.
- Glen received very earnest call from AVP for Enrollment who assured him that scheduling conflicts will not happen again. All major event planning will be fully vetted with the campus so that anyone who may be impacted will be consulted.
- Glen is calling meeting next Tuesday, February 13, 2018 for key players to discuss remedial units calculated in student records. Dean of APS and campus advisors made a request that we fix unit counts in student records to not include non-baccalaureate units. This change may cause nonacceptable impact on financial aid. Major players, Registrar, APS and Financial Aid, along with the consultants, will come together to see what will work.
- Angela’s concern is the communication to the campus community
- She will be attending a PAC meeting on the March 8th and will cover a lot of the changes going on
- Veronica asked Angela if she could share the new semester policies cheat sheets with this subcommittee. Since Angela is planning to have cheat sheet ready for the PAC meeting, she will have the materials to share at next meeting semester conversion administrative support subcommittee meeting on February 21, 2018. We will decide then, what, when and where to disseminate.

7. Open Discussion

- Glen informed the committee members that the first edition of the Pioneer will have a full page ad that will be same as ad that went out to new students for fall – “See Your Advisor”, to encourage students to see advisor before the end of spring. He hopes it has an impact since the IAP numbers are still low.
- Executive Sponsors have approved 5 positions to be funded through the 18-19 budget years. Two temporary positions in AACE; two temporary position in Equity programs and one assigned to Concord campus. These positions are for one year.
All other funding ends at end of the current fiscal year as the project technically closes at that time.

- Project leadership should begin to work with the Semester Conversion Steering Committee to get everyone geared up to see that we are coming to the end of the project and that our committees and subcommittees will be disbanded unless rolled into a standing committee, i.e., co-curricular work on the U Hour.
- We will continue to have consultants on call; if something comes up in summer or fall we can still go back to ERPA to request help. The project has budgeted for this post-conversion production support.
- Mike informed the committee that he will be going on sabbatical in the fall.
- Glen wrote to the CHRS project manager (part-time Q2S manager for the CO) to let her know we are moving to a major milestone. He will continue to work with ERPA to assure that if we have any consultant needs in areas when the consultant is scheduled to leave our project, that we adjust dates so that we can receive support without a negative impact on Pomona or San Bernardino.

Meeting adjourned 10:57