Meeting Notes – March 22, 2018 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT
Lindsey McCrea, Flo Olney, Glen Perry, Manuel Saldanha, Angela Schneider

ABSENT
Joanna Giron, Jasmin Magallanes, Cesar Maloles, Twinki Mistry, Mike Hedrick, Ilana Samuels, Veronica Salvador, Surendra Samikar, Maureen Scharberg.

GUESTS
Mitchell Watnik

Approval of AGENDA
A Schneider/ M Saldanha/Passed

Approval of Minutes from 1-25-18
A Schneider/ M Saldanha/Passed

1. Report from the Chair – Glen Perry

- Glen reported that he is in the process of building the semester conversion budget for 18/19. This is a small concentrated budget based on specific requests vetted by the VPs, primarily supporting advising during 18/19.
- Lindsay mentioned that there are still concerns about faculty advisement of students and how long it’s taking. Suggested raising that issue since it’s coming up again.
- Are the temporary advising positions in colleges being extended? No, have not approved for extension. Budget design predicated on the fact that we’d be doing advising all of this year but that hasn’t happened, so will cause an advising bottle neck. Whether or not faculty should have additional release time for advisement is in Provost’s court.
- Mike and Lindsay will meet with Provost on Tuesday and will bring it up.
- Glen suggested they propose that we can consider continuing one temporary position per college model for part of 18/19. Maureen has been asked to review this possibility and to make a recommendation based upon need for additional staffing.
- Mitch discussed “complicated/complex” courses
- Glen wants to encourage administrative divisions/units to use the month of April for staff development and training for all things changing in their environment come semester conversion in May. Let’s prepare them so they’ll know what and why things will look different once semester conversion is in place.
- There are different touch points in the People Soft modules.
- Staff and faculty will be getting many questions from students once they realize policy changes regarding repeat a course, etc. are in place effective Fall 2018. We should find ways to guide students down the correct administrative paths.
- Thought should be put into preparing answers for students, for example, students will need to adjust to different payment plan dates, disenrollment, etc.
- As you think about bringing staff up to date with staff development and training, what about communicating to students about changes in your areas. Keeping in mind that we don't violate the student pledge.

2. Semester Conversion Dashboard – (Veronica Salvador) Glen Perry

- Glen reviewed Veronica’s last update. Need update from Manuel for Sponsor’s Meeting on Monday. They are tracking our progress against end of month deadline to see if we've closed the gap.
- Note that we can’t finish transfer credit rules until we have semester articulation agreements in place.
- Mitch added that Kyle, Clarissa and Charmain are working on the articulation agreements; His understanding is that the top 25 feeders are basically done.
- Lindsay asked about the DARS awaiting departments? She sent a push out in February to the associate deans.
- Manuel will get the program list for Lindsay; Glen will take a copy of the report to the meeting on Monday with the sponsors.
- Still green in all areas, good progress on pre-reqs.
- Staff have been switched to work on updating the conversion guide and scheduling.
- We will have a list of approved GE course so they can be set up. Mitch is working to keep the course review process moving. He’s following timeline and progress has been good.
- CIC sent message out in November regarding an extension of deadline to November 15.

3. Degree Audit and Student Records – Manuel Saldanha

- Manuel reported that this team will be doing open workshops for advisors and faculty in May for the DAR so they can understand conversions. There will be four or five depending on turn out or demand
- Lindsay commented that she wished we could do Degree Audit grad checks electronically.
- Manuel responded that they’re working towards that, but there is no timeline as to when this will happen.
- Lindsay suggested moving forward we should change our process to have mid-term check-in to alleviate the last minute issues into the system.
- Angela agreed that would be really helpful; the advisor request system for exceptions and substitutions is not user friendly

6. University Catalog, Policy Reviews and Printed Materials – Maureen Sharberg/Angela Schneider

- Angela provided handouts (sent by email before the meeting) distributed at PAC meeting. Very useful for staff regarding how term is coded and how to translate the four digit term
- Winter intersession capabilities already built for part of the spring semester. Enrollment would happen with spring starting in Nov. (Not planned for 18/19)
- If built that way, would it cause a problem for students wanting to take different units during winter and spring? No
- Do they align with spring semester payment deadline?
- We must establish payment deadline. They would be caught in December payment deadline. Suppose to roll payment in with spring, but we are in hiatus, so hard to know. Most of the discussions have been around WST intersessions.
- Flo may want to propose something different, but we have a year and half.
- No winter session, but next year calendar we’ll have to make a decision.
- Manuel commented that we will also have to discuss how it will impact the account receivables.
- Is there a limit of units students can enroll in winter session? 17
- Subcommittee briefly discussed the “what if’s” of enrollment during intersessions

7. Open Discussion

- Angela is seeking approval to use semester conversion funds for two more months to pay overtime for grad evaluation. They are behind with grad evaluation due to the significant increase in applications, in part due to semester conversion. In addition they have lost two staff last year that they need to replace and retrain, and there is one staff with medical leave coming up. They may not meet reporting deadline to report grad rates without the approval.
- She is seeking $3K total for four employees, for two months. These four will work the minimal amount of overtime for two months, July and August.
- Lindsay, thinks this is reasonable and asked Glen if this request should go to the semester conversion steering committee?
- Glen suggested taking it to the steering committee in April, but let sponsors know before then. He will inform sponsors at meeting on Monday that this is in process so they can mull over whether or not they have the funds to cover it.
- He thinks Angela can make the argument that there has been an increase in grad compared to last year and the year before, primarily due to the verbal campaign to “Graduate Now”
- Angela will provide Glen and Lindsay a copy in the next day or two.
- Mitch reported that the University catalogue plans to release the Gamma tomorrow (Friday, March 23, 2018) so faculty members and advisors will have a month before students sign up.
- An announcement will be sent to faculty and advising and to Angela, by mass mail
- Mitch requested addition be added to the cheat sheet: quarter units to say quarter units and under semesters it should say semester units
- Angela would like to send the cheat sheets and registration calendar out directly to chairs list and all faculty list.
- This should be an internal document to chairs (to share with faculty if they want to) and possibly the Advising list.
- Angela only has access to chairs list, but not Dean’s list or any other faculty list serv. She will decide which audience should receive the cheat sheet and will also speak with Linda Dobb about sending out this information.

Meeting adjourned 10:30am