Meeting Notes – April 19, 2018 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Brian Du, Manuel Saldanha, Jasmin Magallanes, Flo Olney, Veronica Salvador, Maureen Scharberg, Angela Schneider</th>
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</thead>
<tbody>
<tr>
<td>ABSENT</td>
<td>Joanna Giron, Mike Hedrick, Lindsay MCre, Cesar Maloles, Twinki Mistry, Glen Perry, Ilana Samuels, Surendra Sarnikar</td>
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<tr>
<td>GUESTS</td>
<td>J.Magallanes/A.Schneider/Passed</td>
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<tr>
<td>Approval of AGENDA</td>
<td>M.Saldanha/A.Schneider/Passed</td>
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<td>Approval of Minutes from 4-5-18</td>
<td>J.Magallanes/A.Schneider/Passed</td>
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1. Report from the Chair – Glen Perry
   • No report

2. Semester Conversion Dashboard – (Veronica Salvador) Glen Perry
   • Veronica reported that the only changes in the dashboard were for Manuel’s group, so we moved on to Manuel’s report.

3. Degree Audit and Student Records – Manuel Saldanha
   • Since the last report, 4 more programs are built for undergrad; 2 more for grad
   • The two issues we had with sociology and nursing are now doing something on how to code their classes
   • 77% records, waiting for categories to get in to code. Going out in production today and will try to run
   • 66% up; most of big majors are all done

   • Angela reported that they are in implementation now and creating new forms and revising website information.
   • Maureen reported APS Gamma catalog is out and that people should take a look at it. They are updating forms also.
   • Working on implementation guidelines to university directive. She will need service indicators to put holds on students if they don’t follow rules
   • Maybe a positive indicator would also be good
   • Advising open forum next Thursday for discussing implementation guidelines
   • Angela reported that they are starting to get questions from staff and now that questions coming up they have answers for some, but some, we don’t.
   • Transitional policies also; trying to figure out what ruling will be for those that fall in between the two entities
   • Angela – the “rule of thumb” is to give student the benefit of the longer time period when it comes up.
   • Grad policy has a lot of implementation details: When does it kick in? When to charge them the new postponement fee? As the questions come in, we are working through them; this is a work in progress
   • Trying to keep people educated as we’re making these decisions
• Flo reported that everything is looking good in her area. She is waiting for board of trustees to say yay or nay regarding the fee change.
• Student health fees goes up also. They’ve already got signature from the President Fee goes from $75 to $125

7. Communications to the Continuing Students Document - All

• The Communications to Students document was displayed on the overhead and subcommittee members offered suggestions on some of the wording for accuracy and clarity.
• Flo Plans on sending something in regards to students also. She will send her information to Veronica to input on to the google doc from Glen.
• Angela suggested not hitting students with an 8 page essay.
• How much detail do we want to present? Angela included a transcript notation and grad policy.
• Should we mention the new academic standing policy? Maureen thinks we should so that the students are not caught off guard.
• Angela suggested having Sarah Weld take a look at the document before being submitted. All were in agreement that Sarah would not change the content but make it readable and more student friendly. Angela will talk to Sarah and give her the summary to work on.
• Sarah can send a draft to the administrative support subcommittee, and they will run it by the communication subcommittee chairs also.
• Angela will also let Sarah know we’d like to send through Sales Force with read/write capabilities.
• Maureen will also put it out through the advising website and any student mailing list can get it out.
• Financial Aid needs to be covered; Veronica will contact Isabelle Mora
• Are we excluding new students for the communications?
• The goal is to send by end of April. Include:
  -Link to the important dates page
  -Advertise new payment deadline

8. Open Discussion

• None

Meeting adjourned: 10:43am