Meeting Notes – April 5, 2018 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT
Brian Du, Mike Hedrick, Glen Perry, Manuel Saldanha, Jasmin Magallanes, Surendra Sarnikar,

ABSENT
Joanna Giron, Lindsay MCrea, Cesar Maloles, Twinki Mistry, Flo Olney, Ilana Samuels,
Veronica Salvador, Maureen Scharberg, Angela Schneider

GUESTS

Approval of AGENDA
M Saldanha/S Sarnikar/Passed

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

1. Report from the Chair – Glen Perry

- Glen introduced Cezar Maloles’ replacement for Spring quarter, Brian Du
- We’re within one month of conversion. Been counting down and is pleased that the number is now one.
- Most outstanding issues are being taken care of.
- Two significant issues are left to resolve but will be manageable by the time we need to deliver people soft functionality to students and advisors are:
  - Making final adjustments and testing of unit conversion adjustments in DAR to make sure they are correctly calculating
  - Implementing variable GE unit total that CIC determined is in purview of semester conversion to make that adjustment in the DAR as a part of the conversion. No action needed by Academic Senate
- Mike sent email asking for referral. He is not concerned and think we should go ahead and start implementing policy.
- Mike wasn’t able to stay for remainder of the Senate meeting so is not sure what action was on executive order resolution.
- GE area C3 – letter from Chancellor to Provost indicating campus did not have option of creating a new sub area (C3). We’re preparing to implement area C where three courses are required; a course chosen from C1 to C3.
- Per Mike, these can’t be skill based courses
- Planning to insert third course from C1 and C2
- Maureen promised written instructions as soon as Provost hears back from the Deans. May be told to strip a bunch of courses out of area currently designated as C3.
- Glen spoke with Wendy on DAR team and majors that are not completed yet; it looks like everyone’s been in contact with Wendy. She has already had discussion with chair of Sociology. The list has gotten shorter and moving forward
- Glen discussed the suggestion he made at the last SCASSC meeting for the administrative departments to start thinking about training and updating staff on changes that will occur in people soft after semester conversion.
- Glen would like everyone to think about key bullet points we would want to put in the communication to the entire body of continuing students about changes they will encounter beginning in May, such as, records and student financials. Also to alert them to transcripts looking different; functionality and navigation that will be slightly different; fee payment in three parts rather than two; changes to tuition, as well as to
remind students that payments will be higher than they are used to because they will be paying on a semester schedule instead of a quarter schedule.

- Financial aid is communicating well.
- Most of our communications have been targeting campus staff and faculty and we will continue in May as Student Records has their road show for the transcript and DAR updates.
- We haven’t communicated directly with students so it is time to give them a heads up about obvious things they should be aware of.
- Each administrative area should send Glen bullet points of significant things to point out to the student body.
- We will not send to new fall 2018 students, since they will not be affected by the differences. However, we don’t want groups of students complaining that we never told them of the upcoming changes.
- We should make sure that all FAQ’s on the semester conversion website are up to date.
- We should also plan to have communique go out the week of semester conversion telling them that the campus system will be down for conversion weekend. We will send this communication to all student, faculty and staff.
- Manuel will carry the request to records; Jasmin to admissions
- Glen will send Flo Olney an email regarding communication for student financials and will speak to Maureen Scharberg about advisement.
- Glen would like this to be an all-inclusive email communication rather than sending to individual departments using snail mail
- Sarnika suggested communicating with faculty also.

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

- Glen reported that the dashboard is unchanged from what was reported at the last SCASSC meeting, but will be updating next week and will send an email distribution.
- Glen will owe report to sponsors on the progress made toward closing the gap on outstanding requirements.

### 3. Degree Audit and Student Records – Manuel Saldanha

- 31 completed; 8 in progress, 7 progress, grad programs 18; grad level three that are deciding not to have DAR (educational leadership)
- Prereq testing executive order for new milestones for math and English; hope to have set up and in production to create prereq for the class catalog online and schedule.
- Transfer credit still building schools.
- Glen will give schools for Manuel to target
- Sponsors decides to prioritize schools not in top twelve, but in our service area with hope that we are seeing more applications from those students now that we are impacted; also to help expedite admission
- Requisite percentage at 75%. Still dealing with changes to catalog; deleting and replacing.
- Glen reported there were problems with first submission class schedules per where not all departments followed new time modules.
- Window was open for those departments to go back and make scheduling corrections. After first analysis, there were 66 sections that had no classroom available. That was significant.

### 6. University Catalog, Policy Reviews and Printed Materials – M Scharberg/ A Schneider

- Gamma is now live. Glen would like everyone to keep reading through sections to make sure nothing has gone wrong as things have been edited; ie, policy changes. The final version goes live at beginning of summer.
- Policy reviews are about done, don’t think there are any pending
### 7. Open Discussion

- Mike received email from Eileen about CIC. They want semester conversion to produce policy document as an information item. We don't need to send referral.
- Mike will create something next week to send.
- Glen briefly discussed subcommittee members who are on call for conversion weekend. He will get in touch with Flo Olney today to let her know we are looking for content for communication. He will also contact Maureen Scharberg.
- We should be able to handle using enrollment service to communicate information to students.

**Meeting adjourned 11:00 am**