Meeting Notes – April 6, 2017 10:00am to 11:00am SF 0328

Administrative Support Subcommittee of Semester Conversion

PRESENT
David Corral, Cesar Maloles, Manuel Saldanha, Veronica Salvador, Surendra Sarnikar, Angela Schneider,

ABSENT
Michael Hedrick Cathey Hurtt, Rhonda Johnson, Jasmin Magallanes, Lindsey McCrea, Twinki Mistry, Glen Perry, Amanda Segura, Maureen Scharberg, Donna Wiley

GUESTS
Andrea Bruneau

AGENDA
Schneider/Maloles/Passed

MINUTES
Schneider/Maloles/Passed

1. Report from the Chair – V. Salvador (co-chair)

   • Veronica chaired this morning’s meeting in Glen’s absence
   • Glen is on vacation until April 17, 2017

2. Charge of the Subcommittee (Action) – V. Salvador

   • Veronica reviewed the current Semester Conversion Administrative Support Subcommittee (SCASSC) charge with the subcommittee members.
   • Angela suggested in a portion of the subcommittee’s current mission statement to say: The SCASSC work is to analyze, recommend, and implement policy and procedural changes.
   • Motion to approve subcommittee mission change: Maloles/Saldanha/Passed

3. Draft Calendars (Information) – A. Schneider

   • Angela reviewed and gave brief highlights of the enrollment calendar draft for summer 2018 – spring 19 highlights– and Spring 19/20 Enrollment will be same starting in May because we’re still on quarters.
   • Summer one week shorter. Big change for fall is that payment is required a little over a month before semester begins. Earlier in July.
   • Two seven week sessions in semesters
   • Big change is grades aren’t submitted until January for the fall in semester.
   • Two-week intersession but not sure if anyone is offering courses.
   • Add/Drop still in effect
   • Break in March with no classes…. faculty is here, but not students
   • Angela asked for 7-week session in spring, if break week is counted or not counted then that will affect timing of finals week.
   • In 2019 and 2020, you will see a change in how we enroll. In April, instead of May. Will now be consecutive, and then concurrent.
   • New transfers and grads will enroll in May.
   • Summer will only have a five day add/drop period.
   • 2 four week sessions in summer.
   • Summer is now called a session, not a semester.
   • Withdrawal deadline will now go by weeks; for summer, it’s 7th week, semesters it’s the 12th week. So it is consistent every time.
   • 4 week sessions begin in summer 2018.
   • Big change is grad filing…new grad policy will be…. we will transition in 18/19. Filing deadline is still in June…for spring 19 it will be oct. 1…oct 1 will now be spring deadline….in 19/march first will be deadline for fall.
   • Students allowed one update of their graduation, with a $25 update rule: They must complete WST before they can file. Update fee is only for undergrads not grads. Must go thorough student finance with proposal before it is final. Must be approved by president
• Angela reported that we are getting close to finalizing calendar. She plans on presenting at SC Steering committee meeting. Veronica will speak to Mike to make sure Angela is on the SC Steering committee meeting agenda for the meeting on May 12, 2017.
• The policy isn’t approved for graduation filing yet, but Angela thinks this is pretty much it.
• Cesar plans to show it to all his classes to let them know the critical dates they will need to be aware of once everything is approved.
• Grad filing will go forward March and June.
• Angela asked the subcommittee members to please review the draft again and let her know if they see any errors, or have any changes

### 4. Semester Conversion Dashboard – V. Salvador

• Veronica reviewed the Dashboard hand-out. She said they wanted this to be transparent that curriculum is what we’re depending on.
• Veronica reported that Donna’s temporary position was approved. This person will help get courses through and in turn, will help with semester degree audits.
• Veronica pointed out that the numbers on the Dashboard hand-out in blue are where changes have been. She said she added that explanation in the comment section.
• Admissions had a huge jump, up from 31%
• Financial aid is completely done
• Activities on Transfer Credit and Requisite rules

### 5. Degree Audit – M. Saldanha

• Manuel reported that we have Degree audit comps for the quarter.
• Working on Geology BA and BS
• For semester we have 35 targeting, 22 reviewed. Still need courses.
• 941 courses in people soft semester courses
• 400+ last week will be added to requisite count. These are not yet in blackboard
• Transfer Credit rules, new staff is up and running pretty well.
• Schools completed: transfers top four schools 34% of transcripts from last year.
• Schools are:
  - Chabot
  - Diablo Valley
  - Laney
  - Los Positas
  - Working on DeAnza
• Angela commented that her team is going through every articulation rule to make sure everything is right. It’s a lot of work but it will pay off and more courses will flow through the major. Articulations will continue to be added.

### 6. University Catalog and Policy Reviews (Information) – D. Wiley/ A. Schneider

• Policies still making their way through senate. Still looking at catalogue. Target deadlines coming up in summer.
• Donna reported through email that curriculum approval is moving along. Almost all programs (two grad programs to go) are at the committee review or above, and we are approving courses as fast as we can! The GE subcommittee is also plowing through its course review. And policies continue to get approved by the Academic Senate (graduation filing passed yesterday).

### 7. Open Discussion - All

• Glen still taking with Jeanine regarding 2018-19 budget. He will hopefully will have update once it is complete and approved.
• Cesar asked that he not to get stipend for serving on committee next year. He will be on sabbatical, need service points, and so prefer not to get paid, but earn service points instead. Surendra also said he would like the same.

Meeting adjourned:  10:37am