### Meeting Notes – May 17, 2018 10:00am to 11:00am SA 4350

Administrative Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Brian Du, Glen Perry, Manuel Saldanha, Veronica Salvador, Surendra Sarnikar, Angela Schneider</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Joanna Giron, Mike Hedrick, Jasmin Magallanes, Lindsey MCrea, Cesar Maloles, Twinki Mistry, Flo Olney, Ilana Samuels, Maureen Scharberg,</td>
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<td>GUESTS</td>
<td>VP Admin &amp; Fin Debbie Chaw, DAR team, ERP team</td>
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<td>APPROVAL of Agenda</td>
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<td>Approval of Minutes</td>
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#### 1. Report from the Chair – Debrief of Semester Conversion - Glen Perry/All

- Glen opened the last Semester Conversion Administrative Support Subcommittee meeting by informing everyone this would be a debrief meeting on issues that have arisen, been resolved, and that are still pending with consultants, since they are technically rolling off on-site support, with exception of financial aid.
- Advisors are being hit hard regarding course conversion guide and the DAR is being used more than it has been in quite some time.
- DAR started working yesterday on May 16.
- Matriculation occurred for new students on May 16.
- Manuel said there are a few display issues in quarter titles and semester titles, and one in the DAR course list. There are also some people who said they were having a few issues but, they haven’t gotten back to him; students are saying they don’t understand why they can’t register for particular courses.
- Angela commented that she has monitored the email account, and there are no emails related to semester conversion, most are repeat questions; the system is working as intended.
- The Semester Conversion email box is empty and there have been no messages in four days.
- As we implement the new policies, issues and questions will come. Angela said right now they are trying to roll things out. She sent a message to spring degree candidates that says they will be charged $25 in spring to postpone graduation.
- Starting in June the new paper form will be available, however, the actual system is working and the registration system is working fine.
- Glen said that most of what we’re seeing now is not technical; it’s students not understanding policy change and questions about what courses to take.
- Manuel has one technical issue, the conversion text printed on the EXED career transcript.
- Angela said we wouldn’t see any issues with grading until we run it in the fall.
- Glen informed the subcommittee that Senate passed the final version of the 2018-19 calendar and hopefully it will be signed by the President so we can move on.
- Commencement is now on May 17th and finals end on May 18th. Grades are now due on Dec. 18th, instead of January. Working on updating the calendars for the catalog and web, but waiting on the President to sign off.
- Updating internal calendar so we can share as soon as the President signs off.
- Who updates online 2018-19 academic calendar? No idea who does the updates.
- Brian Du asked if we will reinforce prereqs?
• Prereqs are currently set to not block enrollment (except HSCI) and to produce reports in June to show status of students meeting prerequisites in class sections; then there was a discussion on whether or not to enforce. The current Senate policy is to not enforce at time of enrollment, but Senate will have to go back and revisit the conversation.
• Health Science received permission through Academic Senate to turn the block on and that’s where we’re at right now. Everyone else will have a soft roll out to prevent mass chaos from blocking all of these students. There will be information coming out as soon as we have our plan.
• Manuel has no knowledge of how the reports will be distributed, but he will work with the data warehouse.
• There are prereqs that can’t be enforced (coded into) through the system.
• There are guidelines for what is a valid prreq built into the policy; they may be resurrected as departments are looking at catalog changes.
• Curriculum is still evolving; GE subcommittee still reviewing courses for GE categories or overlays; a couple of courses are in arbitration so we’re still coding GE attributes; functionality is all working fine; data conversion of transcripts went well and all transcripts that tested and ran queries against data bases all came up with equal GPA’s; finally, we’ve met the requirements of the student pledge, ie., protecting student rights, making decisions that will not impact them, and that will be to the students’ benefit.
• Last Senate meeting is this month and we expect acceptance of a decision to allow students to complete semester GE with less than the 48 required units and let it go down to 45 units, which will require a petition. It was decided by CIC that the Semester Conversion Steering Committee could make the decision to implement this change without senate approval; so this is going as an informational item.

AVP Debbie Chaw thanked and commended the members of the Semester Conversion Administrative Support Subcommittee, members of the DAR team and the ERP consultants for their hard work and commitment to the Semester Conversion.

Meeting adjourned 11:00am