# Meeting Notes – May 3, 2018 10:00am to 11:00am SA 4350

## Administrative Support Subcommittee of Semester Conversion

### PRESENT
- Mike Hedrick, Flo Olney, Glen Perry, Manuel Saldanha, Veronica Salvador,

### ABSENT
- Brian Du, Joanna Giron, Jasmin Magallanes, Lindsey MCrea, Cesar Maloles, Twinki Mistry, Ilana Samuels, Surendra Sarnikar, Maureen Scharberg, Angela Schneider

### GUESTS
- Approval of AGENDA
  - M. Saldanha/M. Hedrick/Passed
- Approval of Minutes from 4-5-18
  - M. Saldanha/M. Hedrick/Passed

## 1. Report from the Chair – Glen Perry

- Glen wore his green shirt to show we are in green status. The big long awaited conversion happens tonight.
- May 17, 2018 will be the Semester Conversion Administrative Support Subcommittee’s last and final meeting. Any policies, procedures, etc. that go wrong after conversion, this will be our opportunity to make adjustments.
- Glen commended the subcommittee for accomplishing the writing of close to 100 policies to CIC, and for rewriting major sections of the University catalog.
- There will be a University celebration for the completion of Semester Conversion, but not sure when it will be; possibly August or September.
- Glen reported that Faculty Affairs met yesterday (May 2, 2018) to discuss the 2018-19 academic calendar. They will send update back to senate after another review. He is hoping J. Murray will return something quickly because he is sure ExCom will want to see it. It will be nice to have a final calendar put in the catalog, although it doesn’t really impact important dates already published.
- Mike mentioned there was also an Issue of intersession. Glen responded that grades will be final for spring the day before summer session which is how we were able to have 8 week session and still have summer break.

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

- Veronica reported that the dashboard information was from April 27, 2018, so the updates were pretty much the same.
- There were 71.15 semesters complete;
- 37 programs complete
- 9 awaiting final; 4 are waiting departmental response.
- Wendy will be sending Mike another list to post.
- Sociology is still working with Wendy
- Smaller majors have not been responsive
- High 80’s to 90% of students are covered.
- Glen has been asked by the Executive Sponsors about what happens to the work that is not completed after conversion? Glen responded to them that we will continue with work through post conversion.

## 3. Degree Audit and Student Records – Manuel Saldanha
**Meeting Notes**  
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| 7. Communications to the Continuing Students Document - All          | ・ Glen reported that emails were sent out yesterday to continuing graduate students and undergraduate students about key points that they need to know about semesters. Email was sent to the PAC list serv, faculty list serv, and the advisors listserv.  
  ・ Maureen has already pushed a version out to the advisor list serv, however, it was missing the transcript graphic image.  
  ・ Everyone is doing fine with about departmental forms for the fall |
| 8. Open Discussion                                                   | ・ None                                                                                                                                                                                                  |
| **Meeting adjourned:** 10:30am                                        |                                                                                                                                                                                                          |