Meeting Notes – May 4, 2017 10:00am to 11:00am SF 0328
Administrative Support Subcommittee of Semester Conversion

| PRESENT | Michael Hedrick, Rhonda Johnson, Jasmin Magallanes, Cesar Maloles, Twinki Mistry, Glen Perry, Manuel Saldanha, Veronica Salvador, Surendra Sarnikar, , |
| ABSENT  | David Corral, Cathey Hurtt, Lindsey McCrea, Amanda Segura, Maureen Scharberg, Angela Schneider, Donna Wiley |
| GUESTS  | |
| AGENDA  | |
| MINUTES | M. Saldanha/R. Johnson/Passed |

1. Report from the Chair – G. Perry/V. Salvador
   - Glen informed the subcommittee about the upcoming May 24, 2017 meeting hosting members from CSULA and San Bernardino for a Q & A session with CSUEB faculty and advisors. CSULA will be providing information, and answering questions about their first-year experiences with semester conversion.

2. Senate Policies – G. Perry
   - Glen wanted to remind the subcommittee to put on thinking caps while we’re looking at catalogue copy, editing policies and procedures, anything we need to prepare to go before the senate. Need to be lined up for early review in the fall.
   - Glen asked Mike if he could work with Mark about arrangement of the agendas for ExCom and senate this month so outstanding and coming semester conversion items are heard and voted upon. Specifically, cross listing item still at ExCom, CIC documents still coming, many will be information items; not sure if any other policies are still out there.
   - Mike mentioned that there is still one that was referred to CIC about catalogue policies for students. It came to ExCom, ExCom sent to CIC, but hasn’t come back yet.
   - Glen: Four months to push as much as possible. If any policies or procedural things are coming thru senate, we should know now so we won’t have to trickle back in fall.
   - Glen visited CIC and GE subcommittee, and gave an a appreciation speech. Not sure whether they will finish this year, however CIC confident they will finish, GE sub will finish in the spring and Donna W. agreed that she’s willing to accept tentative approval for the catalog, if passed through GE subcommittee.
   - Glen is hopeful that things will not have to be carried over.
   - 2018 catalogue will be published early, so we need to get information into catalog

   - Glen reported that he has two meetings scheduled: Functional Lead meeting for the semester conversion group and Cal state Apply stakeholders meeting.
   - The purpose of the functional lead meeting is to go over some of the module specific things picked up by reading weekly notes from consultants and their project manager’s reports. They will be discussing functional leads task, where are they in their roll out, are they on time line, or do we need to adjust bench marks.
   - Glen also, wants to get a sense as to whether or not functional leads feel they’re getting sufficient support from consultants.
• Will Glen need to have conversation with Joey about functional models?
• Want to set timeline so that we’ll get rough testing by end of the year. When we return in January, anything that needs tweaking, we can retest so Manuel can send out by fall 2018.
• Glen has concerns in some areas because of the waiting for specific courses to be approved and pushed to people soft. Several email exchanges from Donna and Sarah about what their numbers are. Glen continues to run report, nothing has moved.
• Impact on us being able to push out the cross walk on time if courses aren’t there.

4. Semester Conversion Dashboard – V. Salvador

• Veronica reported newest addition to the dashboard is tracking the semester courses in people soft. She realizes that courses should be tracked since degree audits are dependent on them. Tracking this is challenging because there are duplicate courses in system that haven’t been easily identified and removed.
• APGS estimate is that 72% of courses have been reviewed and approved; by end of this week 52% of courses will be available in people soft.
• In terms of ERP technical configuration work, three are all done; student records remain same; admissions and academic advising have gone up.
• How will we know if configuration by local resources are complete? Glen responded that this question is one of the reasons for functional leads meeting on May 11. He’s been working with Manuel to set up a series of spread sheets to track progress.
• As more information is being added to the project plan, Glen is starting to see more functional area work with percentages, mostly student records and admissions' stuff is there. Building out based on meetings consultants have had with leaders and consultants of the groups.
• System integration testing 99% complete.
• Glen added that they are in the process of documenting anything found during SRT.

5. Degree Audit – M. Saldanha

• Manuel reported that English masters is complete; sociology BA and anthropology BA are still being reviewed. Degree audit numbers have not changed, but hope to be able to add more to review.
• Requisites at 16%; transfer credit building colleges that are not built
• Working on Alameda, Modesto and Merritt. Total number complete is 37%.
• Manuel hopes that with his latest hire, it will make a production increase.
• Lot will be done by beginning of fall, but not all of it. When faculty return in fall, we may need to provide more detail to them so they know what is complete, ready and rolled out. Otherwise may be confusion.
• First steering committee meeting in fall we will give a comprehensive status report of where we stand and how much progress has been made.


• Glen provided an update to the committee on Donna and Angela’s behalf.
• Continuing to edit catalog copy and APG’s; assisting them in going in and adding new policies that are approved by senate.
• Received all chancellor’s office mandatory copy that must be included in catalog. Still on target to have catalog ready this fall.
• Beginning this fall, will start encouraging students to see their advisor and create an IAP.

7. Open Discussion - All

• Glen reported that there has been growth in the number of students who submitted for graduation for spring and summer. Over 5,500. However, he is concerned that some of the students may be filing in order to receive registration priority, but are not ready to graduate. Angela requested, and Glen approved semester conversion
funding of overtime for graduate evaluator to help carry additional workload to get degree audit out before quarter is over.

- Glen reported that we are still within budget. He will talk to Debbie Chaw about whether she wants budget status report at last steering committee meeting.
- Mike reported that he is meeting with Linda Lee tomorrow to talk about academic affairs budget.
- Only used about half of the consulting budget, but still have expenses to submit. Cost for local modifications are under budget because consultants have been able to complete much of the work during their normal work hours.
- Only additional money spent is 40,000 for modifications to IAP
- There may be money to reimburse academic affairs for the money they contributed at the beginning of the project
- Cesar and Surendra volunteered to give up their stipend for next year in exchange for service credit points for CBE. Cesar requested an email go to Doris and the chairs stating that they aren’t getting paid for serving on this committee, per the CBE policy. Cesar would like to serve next year in Fall and Winter (he will be on sabbatical in the Spring). Mike will send the email.

**Meeting adjourned: 10:37am**