Meeting Notes – June 1, 2017 10:00am to 11:00am SA 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT
Jasmin Magallanes, Cesar Maloles, Glen Perry, Manuel Saldanha, Veronica Salvador, Surendra Sarnikar, Maureen Scharberg, Angela Schneider, Donna Wiley

ABSENT
David Corral, Michael Hedrick, Cathey Hurtt, Rhonda Johnson, Lindsey McCrea, Twinki Mistry, Amanda Segura

GUESTS

AGENDA

MINUTES
Jasmin Magallanes/Cesar Maloles/Passed

1. Report from the Chair – G. Perry/V. Salvador
   - Last meeting of academic year: summer schedule, release of faculty from summer meetings
   - Motion was made to reduce the Administrative Support Subcommittee from two to one time a month over the summer. The dashboard will continue to be updated.
   - All in favor of reducing summer meetings to one time a month: Passed

2. Senate Policies – G. Perry
   - Summer focus on recall of working groups into session to review items that were sent to Senate, were never reviewed, and are now dying. We need to determine the impact and possible delay of 20 programs for implementation, or pull from Apply list,
   - Google/spread sheet can indicate what our actions should be: if something needs to be delayed, the degree audit is aware. Working group can work on this so Glen will know how to proceed with Apply.
   - Cross listing course proposal was not voted on by the Senate; anything that impacts new program implementation, Glen will need by end of month. Except for cross listing, we are not waiting for any other major policies.
   - Assuming that everything needs to be recycled and start anew next year. CIC needs to be put forward again, through ExCom.

   - Glen reported that the functional leads meeting went well. Those who owe work product to the consultants need to have it done by mid-June so it will be ready when consultants get back from San Bernardino.
   - Questions asked at the meeting were: Do you think you’re receiving sufficient support by consultants? Are they helping build test plans? ERP was trying to work with two campuses in tandem, once here at CSUEB, they were seasoned in semester conversion. Each campus is unique.
   - The feedback from the meeting was pretty good. Most think they are on target to meet adjusted timelines for configuration. Timelines are rolling and will begin to pick up speed.
   - Almost all curriculum is in People Soft; this should allow functional teams to work much more efficiently.
   - Sarah is meeting with group to identify stray courses that haven’t left department, or are still at dean’s office. – Graduate programs.
   - Still lot of courses that are hanging out and not intended to go forward. Any that didn’t get through we will push them so programs won’t be held up.
- Previously agreed that should GE not fully complete all on their plate, it will be ok, but we will move forward building course list and rules that have been approved. If courses have been approved for overlay it will be added into the catalog, as Wendy receives approvals of it being done.
- Maureen will go ahead and continue to approve over summer.
- Maureen will reinforce at the advising subcommittee meeting regarding DAR
- Donna asked if GE designation be in catalogue. Maureen will ask advising subcommittee, but is in favor of it. Channel Islands uses Acalog. Not sure how much effort that is to go in and add the GE designation to the courses, but will look into it.
- Glen agrees it reinforces idea that if course was approved at time you took it, it will always meet that requirement. This was not always well understood.
- Also implications on approval deadlines
- GE designation agenda should be in course description.
- Maureen suggested creating some kind of master calendar of courses that are approved.
- Comment made that students google because website can be very confusing. Some students can't find exam schedule. Each audience have different needs, and we have several audiences to cater too. Not very student friendly. Old version allowed you to see current and prospective students, but now must go to different places to find what you’re looking for, and more likely than not, will get different answers. Lindsay suggest talking to Jesse Cantley.

4. Semester Conversion Dashboard – V. Salvador
- Veronica reviewed SC dashboard sheet with committee members. This sheet was also sent to them by email.
- 70% of courses are now in People Soft; 100% programs approved
- Closed out IAP technical configuration; Manuel's team has done good work building transfer credit at 48%; requisites at 21%. No programs completed for semester degree audit but some are waiting for program response; and many being targeted
- Integration testing is complete and acceptance testing should start soon.

5. Degree Audit – M. Saldanha
- We now have enough information we need to begin building the semester degree audit; prereqs have been waiting for courses, but should be moved along at a smoother pace; 70% and growing.
- Manuel reported that grad finished build on chemistry, accounting and physiology
- Donna recommended prioritizing large programs that have biggest impact on students
- Glen spoke with Manuel and Wendy about review sign off process for semester DAR.
- No one will be looking at semester curriculum at beginning of fall. Transitional phase, working with quarter students trying to push them through. Semester catalog will be live by then.

- Pretty much complete writing sections and didn't find any credit no credit.
- Everything through except President hasn't signed off on grad postponement fee proposals.
- Policy passed, but fee proposal not signed off; this is a separate process. Will leave as generic on postponement form. It will not address the form unless signed off on.
- Will state “Students may be charged a fee”
- Re-wrote sections of the catalog and plan to go through with staff to correct and get their feedback; admissions is doing the same process.
- Sandy has been updating by the policy. Areas where overlapped, credit no credit, is in a different section than Maureen's. By July or August they will get together with
Sandy to make sure everything is covered. Been forwarding all Senate policy as they get passed.
- Glen will have access to this in case he needs to go through and make changes/edits
- Under grad GE section in the catalog needs major overhaul.
- Considering 2018 narrative section revisable

### 7. Open Discussion - All

- When will Course conversion guide will be published? This is on Manuel’s to do list. Doing final testing for guide and will start to move into production. Trying to time it where we have majority of semester courses.

**Meeting adjourned: 10:37am**