Meeting Notes – July 13, 2017 - 10:00am to 11:00am SA - 4350
Administrative Support Subcommittee of Semester Conversion

PRESENT

David Corral, Mike Hedrick, Cathey Hurt, Rhonda Johnson, Lindsay McCrea, Jasmin Magallanes, Glen Perry, Manuel Saldanha, Angela Schneider, Donna Wiley

ABSENT

Cesar Maloles, Twinki Mistry, Amanda Segura, Veronica Salvador, Surendra Sarnikar, Maureen Scharberg

GUESTS

AGENDA

Motion to approve: Rhonda Johnson/Mike Hedrick/Passed

MINUTES

All in favor – Approved

1. Report of the Chair – G. Perry

- Glen acknowledged Executive Director, Financial Aid, Rhonda Johnson on her upcoming retirement from CSUEB. This will be her last meeting with the SC Administrative Support Subcommittee. Amy Huie will be coming in her place moving forward. Interim AVP Academic Programs and Graduate Studies, Donna Wiley will remain through the summer.
- Glen reported that facilities picked up Semester Conversion materials from UU 2010 and relocated to SA 1116, with the exception of the feather banners which are now stationed outside of Glen’s office in SA 3410 awaiting fall quarter.
- Last item is movement of the computers from the workstations into its secure space that will continue to function as VPN machines. David Corral is on watch and making sure work gets done. Student affairs planning on taking possession tomorrow.

2. Semester Conversion Dashboard – G. Perry (for V. Salvador)

- Veronica attending webinar today and will not be joining us. She will send an updated semester conversion dashboard to subcommittee members.
- Glen and Veronica are working to coordinate the dashboard with project plan and project plan with the dashboard, so due dates and project milestones align and close off milestones that we’ve met.

3. Degree Audit – M. Saldanha

- Manuel reported that four courses are complete, working on 15, and 7 will be starting. GE portion is complete and ready for UAT listing next month.
- There will be an opportunity to test drive; when GE subcommittee comes back in fall, they will be able to look at it and see how it is working.


- Everyone is currently looking at catalog copy.
- Donna and Maureen have shared the list collected by the workgroup of all policies and procedures that are being reviewed.
• Donna’s been spending a lot of time going through sections, and will begin working on quarters next. Mitch is reviewing undergrad section, which needs a major revision. Asked Sandy to give edit access to the whole catalog.
• Angela called a meeting next week to start looking at it as a group.
• Donna reported that Sandy is busy cleaning up program sections of the catalog. Catalog to Acalog not working properly, but Sandy is making headway.
• Sarah on track to publish version one for to provide a resource for students to be able to complete their IAP.
• Manuel mentioned that Sarah is working with him on crosswalk and they hope to have it completed in two weeks. Any comments will be for the sequence courses.
• Kyle is working on articulation for lower division courses. He provided Glen with updated ADT list and will send updates as converted programs go through a new review.
• Donna and Glen awaiting Chancellor’s office to take action on their submissions so they can publish them.
• Donna reported that all dates after September have been cancelled.
• Glen’s concern is that they’ll be significant change that will throw our GE framework into a spin. But, he’s hoping, that will not happen.

5. Open Discussion - All

• David voiced concern over what he considered high risk items: communicating in advance and lack of fully vetted curriculum. Wanted to make sure that the subcommittee understood the possible risk of a six month testing opportunity that was already lost.
• Glen feels we’ll still be able to test, but must be conscious of areas that are not complete.
• Glen thinks audits will be a valuable tool for the IAP’s. Students will be able to make an informed decision without going to multiple offices.
• Glen will be in Channel Island Friday, July 14, 2017 for all day meeting about Cal State Apply. Twenty-two of the Twenty-three campuses will be represented. Cal State East Bay and Cal State Pomona will lay out our issues with the testing environment.
• David assured Glen that he is available to assist if he needed him to get involved with this project.
• Glen said if he learns anything about why Cal State Apply may have an impact on application receiving and what the resolution would be, he will brief Darrick so he can brief the president on Cal State Apply issues.
• Liaison is focused on a particular feature. The next update will not come in time to have any significant testing done. Thinking of having it placed directly in the production environment without testing.

Meeting adjourned at 10:57 am