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

PRESENT
Jasmin Magallanes, Twinki Mistry, Glen Perry, Manuel Saldanha, Veronica Salvador, Maureen Scharberg, Angela Schneider

ABSENT
David Corral, Michael Hedrick, Cathey Hurt, Lindsey McCrae, Cesar Maloles, Surendra Sarnikar, Donna Wiley

GUESTS

AGENDA
Angela Schneider/Manuel Saldanha/Passed
MINUTES 7-13-17
Approved with amendment from Manuel Saldanha

1. Report from the Chair – Glen Perry

- Glen expressed the need to replace Amanda Segura who will no longer serve on this subcommittee, as well as Rhonda Johnson, who recently retired. He also plans to have a conversation with Donna Wiley to see if she intends to remain on the subcommittee for 2017-18.
- Glen reported that we are now officially in testing phase of UAT.
- Glen and the ERP consultant project manager will be monitoring areas that have testing assignments, and following up with those who aren't staying with schedule, as everyone needs to be on same page.
- Glen mentioned that we are in the process of building out a term with enrollments, however, per Manuel, that is already completed.
- Consultants have their plans/timelines/documentation published on the share point site under the "deliverables" tab.
- Admissions will begin testing next week
- Roll out of the functionality for the IAP is already in place, but will be watching as people return from vacation and start using the new tool sets.
- Last of the conversion mods are in production, and should be no more changes
- Reminder that we will begin the upgrade to PeopleSoft 9.2, including the slit from the HR database, in June 2018 and complete that conversion in December 2018.

2. Semester Conversion Dashboard – Veronica Salvador

- Veronica emailed the Semester Conversion Dashboard updates to the subcommittee this morning before the meeting.
- She reported that the semester courses in people soft are not quite up to date, but at last check it was 70%.
- Manuel mentioned that none of the extension courses are complete, but pretty close to the end.
- Glen said he ran a query this morning and was starting to see GE designations, but some areas seems to be underrepresented.
- Glen asked Veronica to take Curriculum out of yellow and move to green and resend to everyone.

3. Degree Audit – Manuel Saldanha

- Manuel reported that In addition to the dashboard, they built 6 total DARS, and are working on 9 more to get latest courses to production this Friday.
- Veronica reported that the reason the Semester DARS are at 0% completion is that faculty are away for summer and cannot approve the DARS. The team will keep building and when faculty come back they will do their review and approval.

- Angela reported that Mitch has done lot of edits and that they are still getting together to review. They are making progress. Plan to be published by end of August. They have done major revamps, combining, consolidating, etc and have put in large word document. Also, any references to EPT/ELM have been removed.
- Maureen said we will publish at the end of August, and the end of December.
- Angela reported that they are adding in a few hyperlinks. Currently fixing links so that everything is correct.
- Angela will send Twinki a draft of catalog sections as a style guide reference since she does not have access to Acalog.

5. Semester Conversion Funding for Patricia Koenig

- Angela reported to the subcommittee that they’d initially budgeted to hire additional graduation evaluators, but decided not to hire new staff because the training for these evaluators is at least 6 months and it didn’t seem to make sense. The current grad student has been working extra hours in order to get the work done. She has put in a request to pay the grad student (Patricia Koenig) for her additional hours worked with semester conversion for a total of $1600 or $1800 dollars.
- Manuel made a motion to approve Angela’s request; Motion approved by all members present.
- Angela also reported that she would be attending the PAC meeting on Sept 7. She asked for suggestions from the subcommittee on what they felt should be discussed at PAC to educate the campus about semester conversion. A few of the suggestions were: Degree Audit; policies about catalog rights for 2018; new executive order (Maureen); the new re-org with academic programs and services as of Sept. 1.
- Angela also mentioned that they will introduce the new AVP.

6. Open Discussion

- Executive orders from the Chancellors office
- Glen briefly discussed email from Chancellor’s office about assessment measures in English and math. Further definition of these measures will be available in early 2018.
- He mentioned that any course in the 2018 catalog that has EPT or ELM as part of the requisite has to be struck; this will mean another look at the websites for Admissions.
- Jasmin said there is training now about this.
- Glen has been planting seeds about a post semester conversion celebration for the teams. Will see where the budget is in April 2018.