# Meeting Notes – September 8, 2016, 10:00am to 11:00am SA 4350

Administrative Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>David Corral, Darrell Haydon, Jasmin Magallanes, Manuel Saldanha, Veronica Salvador, Angela Schneider, Maureen Scharberg</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Cathey Hurtt, Lindsey McCrae, Liz Ginno, Cesar Maloles, Michael Hedrick, Rhonda Johnson, Glen Perry, Amanda Segura, Donna Wiley</td>
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<td>GUESTS</td>
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## AGENDA

**Agenda from 8/25 meeting approved**

## MINUTES

All in favor – Approved

### 1. Review Project Schedule – Veronica Salvador

- Veronica Salvador ran the meeting this morning in Glen’s absence.
- Veronica updated the committee members on the IAP working group meeting, chaired by Maureen and Larry. At the IAP meeting, Glen presented an assessment from ERP consultants regarding the additional button that needed to be added so that the GE department would be able to approve major requirements (??). Glen will go back to consultants to make an additional button so that it is more streamlined and user-friendly.
- Also at the IAP working group meeting Wendy Chen gave a demo of the Bakersfield bolt-on.

### 2. Degree Audit and Acalog Interface Update – Manuel Saldanha and David Corral

- Math major is Live. Two more majors awaiting a workshop (??)
- Talking with Wendy about when the semester part of it will be done
- We’re still on target to meet our goal
- Status of Acalog interface: Data flowing – production install went in. Will be done manually first, then automated.

### 3. Dash Board – Veronica Salvador

- Veronica said she received comments back that she’d requested from committee members about the Dashboard.
- Three different status’ to show college level or university level. Donna was instrumental in this process.
- Updated Dashboard and it is current as of September 1, 2016.
- Acalog interface is in production and Manuel’s group plan on doing a “load” today, 9/8/2016.
- Degree project is 75% complete
- Need to identify new ending date for Transfer Credit.
- Student Financial Aid was 35% now 50%. Financial Aid is 22%. We’re doing good.

### 4. Open Discussion: Planning for 2016-17 Action Items and Goals

All
• Jasmin referred to the “homework” assignment from the August 25th, (??) subcommittee meeting, where Glen asked committee members to reach out to their counter parts at Bakersfield and CSULA (??). She reported that she’d heard from CSUB and there were no hiccups. They are working through com-gen and will focus more on advising. (??)

• Maureen – Discussed Academic Advising listserv People Soft post enrollment – pre requisite check. She wanted to know if we would be using this. Manuel replied if it is enforced then yes, we would use it.

• Angela cited policy and said we would need to go back to the Senate since this would be a change in policy.

• Manual – will use process that will tell who failed. Wants to review pre requisite so that hopefully won’t have the same experience CSULA had.

• Maureen said WST may be a pre-requisite for certain courses

• Angela stated that this policy change needed to be brought up to the Senate this year if we are going to enforce. Concerned about students who are new not having too many roadblocks

5. Adjournment

Meeting adjourned

Meeting adjourned at 10:30am