Meeting Notes – March 10, 2017 10:00AM to 11:00AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

| PRESENT | Lael Adediji, Diana Balgas (Co-chair), Linda Beebe, Katie Brown, Paul Carpenter, Mike Hedrick, Lindsay McCrea, Jennifer Luna, Jennifer Nguyen, Erik Pinlac, Balaraman Rajan, John Wenzler |
| ABSENT | Mark Almeida, Martin Castillo (Co-chair), Hendrix Erhahon, Sylvia Head, Marguerite Hinrichs, Bill Irwin, Louis Ramos, Dianne Rush Woods |
| GUESTS | |

**MOTION TO APPROVE AGENDA & MINUTES**

1. **Update from Director and Associate Director for Semester Conversion – Hedrick/McCrea**
   - Mike sent charge to senate committee to have this committee (SCCSS) work on University Hour (U-Hour). Excom taking the amendment to senate to say they will do assessment, but received no guidance as to who will do this work. Feels it would be useful to have this committee continue to work on U-hour.
   - Mark Karplus will address this to the SC Steering Committee today. The Co-Curricular and Student Support Subcommittee can work on things that are important to U-hour and provide recommendations on how to assess.
   - Currently, there is no process for the U-hour; no structure to formalize. This committee will come up with an idea of where it will be housed, who will be gatekeeper, and how we will assess.
   - The timeline should be providing some recommendations, updates quarterly provided to ExCom and steering committee. Recommendations should be ready by early spring, late winter of 2018, so that people can digest and discuss.
   - Hopefully, by end of Spring 18 we will have a set of guidelines
   - Lindsay met with Martin on Tuesday; they were both thinking of winter deadline. If not the entire work of this community, maybe a task force.
   - Faculty development subcommittee has also been talking about U-hour around faculty and student success. May want to meet with Mary to have communication between the two subcommittees. (SCCSS and SCFSDC)
   - Surendra asked if this committee should be the ones to evaluate the U-hour?
   - Lindsay responded that it will be determined by this committee-task force as to what they would look like. As far as who would take care of the actual administration, that decision will be all part of the recommendation.
   - Mike commented that the SC steering committee will be talking about charges of all the subcommittees today and assuming the document passes the senate, we’ll know how we need to adjust the charges of this committee. The goal would be to analyze and present the final charges of this committee to the steering committee for approval by the end of spring quarter.
   - Suggestion on timeline was made to a more realistic timeline of winter 2018.

2. **University Hour Brainstorm – Balgas/All**
   - Shared thoughts/ideas for U-Hour:
     - Katie B: Programming/Academics - proposed ASI or student life put together program for one track, and have administration and faculty put together a program for the other track. Programming track should be driven by main goal of retention and graduation and should have ideas that might promote that.
     - Cross-cultural, co-curricular collaboration. We can assess correlations with the outcome. How, why, who, does attendance increase or have influence on retention and graduation.
• John W: Proposed using time for department based activities. Students want to use this time as free time. Not hearing a lot of things about activities.
• Jennifer L: Proposed a U-hour around peer education: many clubs and organizations use this time for their internal meetings. Students in multiple organizations are stretched because they are required to be in club meetings. It excludes them from being a part of activities.
• Lindsay liked the idea of the outcome of retention of graduation. Could extend it to retention of staff and satisfaction.
• Other brainstorming U-hour ideas were: odd weeks advising, next cultural activities
• Jennifer N: Proposed free time/down time for students
• Proposed presentations, AACE advising, SCAA tutoring, RAW, offering alternatives.
• Lot of county restrictions on Concord campus that we cannot do on that campus, but engaging a representative from the Concord Campus will be good.
• Jennifer N: Advocated for a uniform system to track attendance at U Hour events. Proposed asking different colleges for how they are tracking attendance.
• Erik Pinlac: A request has been sent to San Marcos for feedback on their U-hour, any ideas, how it relates to students with disabilities, etc. but haven’t heard back from them yet.
• Erik Pinlac: A commented that he’d looked over San Marcos’ website on their U-hour, but has only one entry of an activity. He also read some of the feedback from students currently utilizing their U-hour in article from 2012.
• Lindsay is planning a meeting for a round table discussion in May, and inviting people from Bakersfield, CSULA and Pomona. They will have just completed first year of semester conversion and they can inform us how things have gone with their semester conversion.
• Mike thinks this will be more of a faculty development workshop with the campuses Lindsay mentioned, to get different perspectives on their experiences.
• Diana read an email from Martin with discussion questions on U-hour:
  1) Process—will there be a focus for specific days. The group has previously discussed the possibility of “assigning themes” to each Tuesday (business tasks—advising, financial aid workshops, etc.) and Thursday (programmatic—club meetings, speakers/presentations, etc.)
  2) Structure—where will the administration of University Hour be housed? For example, who/which department will be responsible for the overall coordination of the hour and answering questions that arise.
  3) Use/Evaluation/Assessment—what is the criteria we will use to assess the effectiveness of University Hour
• Tues/Thurs. U-hour Katie will plan advising workshop, invite faculty to learn how to convert documents. – if she can submit her program
• Communication is key because students are looking for more connection with faculty; networking and more sense of community with faculty.
• Proposed wellness and diversity events
• Diana shared an example from Dr. Margaret Harris from CEAS: a three series workshop on Diversity, Inclusion & Cultural Competency. Students who complete workshop series receive a cultural competency certificate. Students could also receive recognition at a student leadership ceremony.
• Revisit the document that explains the U-hour from Lindsay. This is posted on semester conversion subcommittee website.
• Diana suggested that we review the U-hour description and look at this subcommittee’s charge.
• Kenrick can share how we can leverage BaySync for U-hour.
• Diana asked the subcommittee how they felt about meeting more than once a month, or considering a task force; a smaller group to come back and support to larger group.

Consensus in favor of serving on subtask force of Co-Curricular
• Erik Pinlac
• Katie Brown
• Linda Beebe
• Jennifer Luna
• Jennifer Nguyen
• Lael Adediji
• Paul Carpenter

• CLASP (Campus Life Advisory Support Partners)
• Invite people from the faculty development task force to join also.
• Stagger two colleges; have academic focus on Tuesday, other college on Thursday. If we have mix on both days students will always have something to do, ie, wellness, see counselor, etc.
• Need to have flexibility
• What are learning outcomes of ASI events? What are they gaining from that experience?
• Erik P proposed developing pillars of commitments to the university to help guide the purpose of U Hour.

3. Co-Curricular Task/Milestone Calendar

• Linda B - Updates on timeline for GE. Caron Inouye is finalizing and wants to send out today. Proposal will be ready for submission by May 26.
• Co-Curricular Milestone Calendar is a Google doc that can be updated.

Winter 2018:

• Linda B - Push pre-advising sooner so we can talk to Manuel about how to do an enrollment earlier
• Lindsay suggested having Angela Schneider from Registration come to some of these meetings to provide updates.
• Lindsay talked about asking Rhonda Johnson from Financial Aid to develop a document with financial aid deadlines and distribution dates because things are shifting a little. Dates may be different because we only have two semesters and it would be nice to see/know how it will change.
• Diana will invite Angela and Rhonda to talk about registration calendar and financial aid.

4. Current Charge for Co-Curricular

• Members reviewed the subcommittee’s current charge sent by Mike Hedrick, to see if any modifications to the groups charge were needed.
• Lindsay suggested that the final bullet in the current charge addressing People Soft application data should be moved to the Administrative Support subcommittee. A whole new application system will begin to be used this summer.
• Suggestion: Assuming draft gets approved, our mission statement should include some facet of academic programs. May need to be tweaked.
• Lindsay suggested adding “and” to that statement saying the “development of U-hour.”
• Paul C: As time goes on, there may be more of a change toward optimizing the opportunities, rather than looking at challenges and problems
• Surrendra suggested adding something to the effect of “facilitate academy programs to co-exist.
• Diana will post these recommendations/suggestions as a google doc and will share with group so that everyone can go in and add their ideas, suggestions and recommendations.
• Lindsay informed the subcommittee that the timeline was going to be discussed in steering committee today. She thinks the goal would be for committee to finalize our work here and take to the steering committee in April. All charges will be finalized by end of spring quarter.
• Recommends subcommittees to look at their membership to see if this is the time to increase or decrease their committee membership.
• Question was asked if anyone had a recommendation of a department that should be represented.
  o Erik suggested University Union
  o Katie suggested Accessibility Services
  o Paul suggested the Library
5. Other Updates

- Katie reminded all to please fill out accessibility survey and give feedback. Interested in the response rate. Need at least 299 faulty, 88 MVP, 3-400 students. Encourage students to fill out if they use our services.
- Diana was asked to serve as liaison for undocumented students. She was asked to develop a website and examine the student demographics. The website has been launched and accessible at [www.csueastbay.edu/undocumented](http://www.csueastbay.edu/undocumented)
- Undocumented Student Resources also has created a listserv ([UndocuEducators@lists.csueastbay.edu](mailto:UndocuEducators@lists.csueastbay.edu)). It can be used as a way to capitalize on knowledge and experience and to connect to the network.
- UndocAlly Training: offered two times per quarter. Also considering development of a “Train the Trainer” model. If interested in becoming a trainer, a call will be coming out. Will keep all posted.
- On May 7, 2017, an Undocumented Student Resources Summit will be held at East Bay. It will take place on Sunday, May 7th in the New University Union. The event is open to the entire Cal State East Bay community. We encourage our undocumented students to attend with their families, as well as allies and friends looking to better support our East Bay students. Registration is through BaySync - [https://tinyurl.com/USRS2017](https://tinyurl.com/USRS2017). We will have speakers, informational workshops, and a resource fair. We have also secured attorneys that will volunteer their time and will be holding brief individual consultations with attendees, by appointment.

6. Discuss Items for Next Meeting

- Angela and Rhonda
- Connect with Mary D’alleva to find out ways in which our committees can collaborate
- Membership for task force kick off in spring
- Work with other task force groups

7. Meeting Adjourned – 11:00 am