Meeting Notes – April 14, 2017 9:30AM to 11:00AM SA 4350

Co-Curricular and Student Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Paul Carpenter, Martin Castillo (Co-chair), Sylvia Head, Mike Hedrick, Bill Irwin, Lindsay McCrea, Jennifer Luna, John Wenzler</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Lael Adediji, Mark Almeida, Diana Balgas (Co-chair), Linda Beebe, Katie Brown, Hendrix Erhahon, Marguerite Hinrichs, Jennifer Nguyen, Erik Pinlac, Balaraman Rajan, Louis Ramos, Dianne Rush Woods</td>
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<td>GUESTS</td>
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<td>MOTION TO APPROVE AGENDA &amp; MINUTES</td>
<td>Motion approved</td>
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### 1. Update from Director and Associate Director for Semester Conversion – Hedrick/McCrea

- Mike reported on the last Ex com meeting regarding 16-17-ASC-3 Semester Conversion steering committee, information item to the senate. This is still sitting with ExCom as an information item. He is hopeful that it will be forwarded to the senate.
- Mike is working on hosting a one-day workshop with Cal state LA and Bakersfield to talk about semester conversion and their experience during their first year in semesters. He is looking at mid-May, or early June and would like to invite members of the faculty in humanities and the sciences and also a couple of staff advisors to spend day and talk about their experience and offer advice.
- Paul asked about getting a student involved to share their perspectives on semester conversion. Mike agreed this could be a possibility, but need to present it to executive sponsors, since they will be funding it.
- Lindsay suggested talking with Hendrix, ASI President, to see if they aren’t already planning something similar.
- Martin will reach out to Hendrix to see if ASI does have something similar planned, and if so, to make sure all are coordinated in this endeavor.
- Lindsay reported that we should be going live with our newly formatted website. She says it will be a very mobile application and much easier to access. Different divisions will be asked to move appropriate content to the new website. She assured everyone that they would be pleased with the new link.
- IAP banners are up across Hayward and Concord campuses. Lindsay thanked Martin for his assistance with installing the banners.
- Martin asked if there had been any new reports about concerned students trying to graduate before semester conversion.
- Lindsay commented that she’d heard no reports, but felt the students were beginning to ask more questions.
- IAP is rolled out to the extent of covering quarter courses and will begin to address semesters in the near future.
- The DAR’s work was completed by Wendy Chen and Manuel Saldanha’s group. Lindsay believes that Sr. and Jr’s have been notified that they need their IAP’s completed.
- In the process of finalizing piece for summer chairs to help with information about what’s going to be happening. Students are beginning to show up in advising to seek advice.
- Martin asked it this will it impact the summer? Do we need to be gearing up services for additional students during summer?
- Both Paul C. and John W. mentioned the summer classes had a hard count of at least 20 students in order to have a class. If less than 20, possibility of smaller salaries.
- John W suggested they talk to Linda Dobb or the Provost, for more accurate information.
- Bill I reported that his student athletes were looking at what lower division classes they may need, that can be taken at a community college.
- Diana is looking to get Rhonda Johnson from Financial Aid, and Angela Schneider from the Registrar’s office to come to one of the meeting to talk and possibly answer questions and concerns about financial aid and registration.

2. Subcommittee Charge: Review/modify/approve – Castillo/All

- Martin suggested looking at the current subcommittee charge to see if there is a place where the new (sub) subcommittee could meet.
- The Committee reviewed the current co-curricular charge sheet and made comments and suggestions.
- Paul suggested a change to focus on 4 key functions: training; programming/University Hour; calendaring/scheduling; and traditions.
- John W suggested that training would be making sure that everyone on campus or those interacting with students know what’s going on and no what to tell students regarding semester conversion
- Lindsay suggested changes to first bullet point
- Martin suggested possibly having the new group could create 30 sec videos, FAQ sheet; using different media.
- After a few brainstorming comments and suggestions, Martin’s explained to the subcommittee that his main objective was to identify a natural grouping that the new (sub) subcommittee meetings would focus on.
- Mike suggested that since the U-Hour is such a major part of this subcommittee’s charge, which has delayed the completion, they can submit their charge updates next month at the May 12, Steering Committee meeting.
- Martin wants to start setting up the new sub-subcommittee/task force meetings as soon as possible so that folks can get them on their calendars.
- Lindsay said pretty much every one at the table agreed to work on the new task force. Faculty members on this committee, could get some preliminary work done this summer.
- Martin asked if the 4th Friday of the month work
- Paul suggested looking at two or three main areas (U-hour), and meet once a month collectively

3. University Hour

- Martin mentioned CLASP – Campus Life Advisory Support Partners. This group is here to coordinate campus events and avoid too much overlap; address risk management concerns and share information. Suggested having at least one person from this group to join the sub-subcommittee/task force.
- Lindsay suggest this person be added to this group, especially in regards to overlap.
- Martin asked if anyone had any suggestions on how to get people to pick the group they want to work on.
- U-Hour piece (part of a larger programming)
- Training component, what are the topics we need to work on
- Martin may send a “hold for” to schedule the new set of meetings to determine dates

4. Co-Curricular Task/Milestone Calendar - All

- Martin asked has everyone accessed the milestone calendars on google doc to add their additions. Will discuss at next meeting when Diana is here.

5. Other Updates

- None

6. Discuss Items for Next Meeting
• Invite Rhonda Johnson from financial aid to speak on how summer will play out and to talk about summer classes that may be working against students to help them graduate.
• We’ll talk about the two subcommittees
• Action item are; the charges on google doc, please make suggestions for the charge;
• People should think about who wants to be on each subcommittee
• Focus on functional areas that make most sense to be represented on each of the subcommittees.
• Paul suggested referring to the new subcommittee as: Working groups, instead of subcommittee or task force

7. Meeting Adjourned – 10:30 am