Meeting Notes – January 13, 2017 9:30AM to 11:00AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

**PRESENT**
Lael Adediji, Mark Almeida, Diana Balgas (Co-chair), Linda Beebe, Paul Carpenter, Martin Castillo (Co-chair), Hendrix Erhahon, Mike Hendrix, Bill Irwin, Jennifer Luna, Lindsay McCrea, Jennifer Nguyen, Erik Pinlac, John Wenzler

**ABSENT**
Katie Brown, Sylvia Head, Marguerite Hinrichs, Balaraman Rajan, Louis Ramos, Diane Woods

**GUESTS**

**AGENDA ITEM**

1. **Approval of Agenda and Minutes**
- Welcome – Intro
- Opened the meeting with introductions from committee.
- Approval of minutes - 12/2/16 and agenda
- Question from Carpenter: What days of the week and what time periods were approved for University Hour? Hedrick replied that the module that contained U Hour from 12:15 – 1:15 on Tuesdays, Thursdays with an assessment after three years.

2. **Update from Director and Assoc. Director for Semester Conversion – Hedrick/McCrea**
- IAP is up and running now...big issue is we need to get faculty and departments up to speed with the IAP. Training sessions are being conducted by AACE...posted on semester conversion website.
- Small glitch with IAP software but fixed. Just about communication right now...student, staff across the board.
- First Steering Committee meeting at noon today...Provost will be there at 1:00pm
- Maureen will be giving update about student advising and what's going on with the WST in particular. Student Advising Subcommittee will be approaching every two week meetings differently. Lindsay will be posting to website. First one in two weeks with Rhonda Johnson, Executive Director, Financial aid.
- You should begin to see feather banners across campus encouraging students to seek advisement. Concord feather banners up already.
- Diana asked if we're looking at impact on marketing with the IAP’s.
- Mike responded that it may be too soon as we are now just getting started...particularly with AACE. Science uses the college advising so they may be more up on it. But faculty is getting the word and we’re having training sessions.
- Increase in volume in those units will be a good thing to track.
- Advisors are starting to use the IAP more....some have gone through training and some are receiving help from those who've been trained.
- Larry and Maureen still offering to come to meetings and provide information and assistance to departments that need it. Please let Maureen know if any advisor not on list.
- Lindsay has meeting with student ambassadors in the Welcome Center to bring them up to speed and let them know what message they should be delivering to prospective students.
- Martin asked if Lindsay went to GS.
- Lindsay responded that she visited about 60 classes to talk about Title IX, WST, AACE, and where to find different college advisors.
- Freshmen learning clusters: Meeting in December that was very productive. More
3. Update from CSU Counterparts and Co-Curricular Task/Milestone Calendar – Balgas/Castillo

- No update from CSU counterparts

### Co-Curricular Milestone Calendar

- Subcommittee members began discussion and review of the flip chart sheets from December 12, 2016 meeting where committee came up with Preparation Timeline for semester conversion
- Linda discussed enrolling students in July and asked about orientation...thinking enrollment may be done in June and all of July.
- Martin said preliminary discussions may have to start in April and he’s hoping this group (Co-Curricular) will help with this?
- Lindsay mentioned dates that aren’t consistent with other parts of the university dates. Dates on student page were incorrect.
- Martin said we can always reach out to Angela and Maureen. Thought all universities were May 1.
- Lindsay said we need to start thinking about publishing these important dates
- Feedback from Bakersfield and CSULA was to do a trial run. Lindsay said she thinks the financial aid people are already doing a trial run.
- Martin asked the subcommittee if they thought it would be helpful to spend a few minutes to add anything else to the flip charts. Subcommittee members began adding ideas/suggestions to the flip charts. Added new flip charts for winter, spring and summer 2018.
- Lindsay met with prospective student services people on Tuesday and let them know that everything is moving up because summer is shorten, and classes start 2018...
- Lindsay talked about student advising meeting and how to engage students to complete their WST test...three times a week for test, mid-day, etc, increasing number of boot camps, considering proctoring, going to depts to find out list of students who haven’t taken WST-get proctors.
- Discussion on reducing WST test time...currently 2.5 hours...can it be reduced?
- Martin discussed goal of the timeline brainstorm charts...thinks we need to look at it one more time to make sure everyone gets an opportunity to add ideas
- Timeline brainstorming charts: Fall 2017, winter 2018, spring 2018, summer...

- Discussed homecoming dates briefly
- Diana mentioned SCAA WST boot camp: students who took regular WST without boot camp passed at 46% clear competence. By comparison, 85% passed with clear competence that took the SCAA WST boot camp.
- “Writing in the Major” is a topic that keep coming as an alternative to satisfy the writing proficiency standards for graduation
- What about an initial orientation about the WST? Students sometimes don't know what to do. Feel boot camp is a great refresher to the WST.
- Lindsay said there is a way to track numbers of view by putting in view L4 video.
- Bill discussed housing and transportation issues, contracts, landlords, etc.
- Martin now wants to focus on each segment and begin flushing out
- Early Start needs to be considered when creating the semester timeline.

4. University Hour Brainstorm – Balgas/Castillo

- Student Affairs had division-wide meeting with brainstorming in groups… two tables focused on U-hour. Identified problem to see how it is going to be utilized. Recommended having another committee to flush that out.
- If milestone calendar begins to get to______, is there a way to get members from each committee to serve on the U hour?
- Lindsay said that what is needed is for the administration and assessment for U-hour is to have task force, office, adequate representation so it’s not just a student event. This will allow good tracking, monitoring and assessment. Spoke about Presidents suggestion of recommending schedule that includes U-hour be evaluated in 3 years.
- Mike said the senate passed it with the amendment that there would be a three year assessment period. Hasn't been discussed in Ex Com yet.
- Mike thinks it will be good for Diana and Martin to come and facilitate that discussion. Any recommendation from the Co-Curricular group would be useful to Ex Com. This group was instrumental in getting the word across … not just a Student Affairs thing…it’s a campus engagement.
- Suggested representation from each of the five subcommittees.
- One advisor suggest that Ex Com should have goals: what it’s trying to achieve...people should clarify end result, what to achieve and communicate to Ex Com.
- Mike thinks this should be a Steering Committee discussion about what’s important going forward with each of the committees…do we need them all, what are their charges, do we need another subcommittee. Thinks we should evaluate/reevaluate the structure of these committees.
- Martin thinks it’s difficult to get a lot accomplished if we’re focusing on too many things. Don’t want some things to get diluted.
- Lindsay feels this committee is leading into big work…timeline is good. With change in charge, may be change in membership.
- Martin will put together feedback and will look to Steering Committee to see how to proceed.

5. Discuss Items for Next Meeting

- Focus on timeline and the U hour depending on Steering Committee
- Discuss items for next meeting – Balgas/Castillo
- Focus on timeline
- U-hour – depending on steering committee results
- Next meeting focus on Fall 2018
- Maureen and Angela, prospective students, can come to next meeting for part of the discussion
- Clarify dates
- Linda asked Question about summer session starting…is there an overlap?
- Several questions and concerns regarding summer session: ie., overlap, summer session shortened, Goal was not to have overlap which is why summer session was shortened. Will be reduced sessions in Summer 2018.

6. Meeting adjourned – 10:52 am