Meeting Notes – January 29, 2018 11:00AM to 12:00AM UU-102
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Kenrick Ali, Mark Almeida, Diana Balgas (Co-chair), Paul Carpenter, Martin Castillo (Co-chair), Linda Dobb, Sylvia Head, Mike Hedrick, Marguerite Hinrichs, Jennifer Luna, Lindsay McCrea, Jennifer Nguyen, Tiffany Patterson (via zoom), Balaraman Rajan, John Wenzler

ABSENT
Lael Adediji, Linda Beebe, Katie Brown, Bill Irwin, Erik Pinlac, Samantha Quiambao, Cesar Segura, Dianne Rush Woods

GUESTS

MOTION TO APPROVE AGENDA & MINUTES
Approval of minutes from November 27, 2017  P.Carpenter/J. Nguyen/Passed

1. Welcome and Intros
- Martin opened the meeting by welcoming everyone back from the Xmas break.

2. Update from Director and Assoc Director for Semester Conversion – Hedrick/McCrea
- Mike reported to the committee that he wrote the ASC-2 memo and it will be on to Ex Com’s agenda tomorrow. He will be there to answer questions and would like Martin and/or Diana to be there also. He thanked everyone for their hard work and input.
- Lindsay updated the committee about the new banners that will be out soon.
- Right now, focus is on advising.
- Lindsay spoke with financial aid. She is suggesting that if program specifically requires students to take classes this summer, please talk to advisors and get them to encourage financial aid to reach out to students. There may be options out there for them. If not, at least they will have a focused conversation with someone in financial aid.
- Martin asked if any committee members have heard any feedback from faculty, staff or students regarding their concerns over semester conversion.
  - Some are a little anxious
  - Some excited
- Kenrick’s University Unions staff has been holding programs from 12:15 – 1:15 on Tuesdays/Thursdays to test the U Hour timeslot and will be a lot more structured in the spring quarter. They are tracking numbers and see a pretty steady attendance, at least 50 plus.
- Marguerite H’s staff is using the countdown to semesters to drive the social media campaign. Sending to Terry P and he is putting it up on the rotating TV screens throughout campus.
- Some students are saying they are now realizing that semesters will give them more academic time; especially with many of them getting sick with the flu and other illnesses.

3. University Hour: Review tentative outcomes; Review proposed logo - Ali/Castillo/Balgas
- Diana handed out final version of the ExCom memo. They are second on agenda tomorrow at ExCom between 2:30-3:30pm. Diana will be there.
- Conference call today at 3:00pm with Mark K and Diana B to confirm tomorrow and to discuss U-hour memo and strategy.
- Mike H reported that a second iteration of the U Hour Recommendation Memo was unanimously approved by the SCSC.
- Final recommendations were presented and we will see how ExCom reacts. All of the questions and concerns were addressed in revised version.
- Mike H was asked by Mark K whether this committee should form a task force to deal with the assessment of the U Hour.
- Suggestion to include SCCCSS members on the task force.
- Kenrick is adjusting Bay Sync U Hour programming form to include an option for connecting program to one of the ILOs.
- Some are still a little confused about formal and informal programming. Tuesday is an open informal day. Anything can happen on an open day, including office hours.
- Linda D will start getting the programming subcommittee together next week, to get some of the programs on the books. She will begin asking for ideas for programs in the fall soon.
- Suggestion to use the Logo to put on memo to senate.
- Good idea, however will wait and see how it all goes with ExCom tomorrow.
- Who will do the assessment? How will the assessment be done?
- First semester will run reports that come from BaySync and assess that to figure out what things we are missing.
- Lindsay suggested importing net id’s to other reporting platforms
- According to Kenrick, the new platform allows us to add in tons of questions in terms of student profiles. Will also begin tracking GPA’s. There will be a lot more data available.
- Will need someone technically capable of running data analysis. This will be a critical component. Institutional Research will be assisting which is why they have attended previous CCSS subcommittee meetings.
- Discussed assessing the informal aspects of U hour?
- how are you utilizing?
- how are the students and faculty utilizing, ie., workshops, etc…..
- This group (SCCSS) will not be functional after June so the ball will be in academic senate’s court

### 4. Co-Curricular Task/Milestone Google Calendar – M. Castillo

- Discussed information that was added to the calendar since the Nov. 27, 2017 meeting thanks to Linda D.
  - Convocation,
  - Back to the Bay,
  - Orientation day
- Martin commented that he could also see people are populating the calendar.
  - Committee discussed how to best utilize the “Transition Semester Conversion” google calendar. Any feedback?
  - The calendar is essentially for planning purposes to allow CCSS subcommittee to see potential overlap/conflicts on schedule.
  - Each subcommittee member should confirm that the events entered into the calendar are still correct.
  - New events should be entered onto the calendar for review at future meetings.
  - Use banners to input new activities until times are determined
  - Future meetings will involve reviewing planning calendar month by month.

### 5. Future Meetings – Once a month to mirror SC Steering Committee meetings - All

- We will wait to see what ExCom will do with the U Hour memo before we decide on meeting once a month.
  - We will meet again at our regular scheduled date and time on Feb 12, 2018

### 6. Discuss Items for Next Meeting

- Martin will re-share the calendar to make sure everyone has access to it.

Meeting Adjourned – 12:00pm