Meeting Notes – October 16, 2017 11:00AM to 12:00AM UU-102
Co-Curricular and Student Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Kenrick Ali, Paul Carpenter, Martin Castillo (Co-chair), Linda Dobb, Sylvia Head, Mike Hedrick, Bill Irwin, Jennifer Luna, Lindsay McCrea, Jennifer Nguyen, Samantha Quiambao, Erik Pinlac,</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Lael Adediji, Mark Almeida, Diana Balgas (Co-chair), Linda Beebe, Katie Brown, Marguerite Hinrichs, Tiffany Patterson, Balaraman Rajan, Cesar Segura, John Wenzler, Dianne Rush Woods</td>
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<td>GUESTS</td>
<td>James Hershey, Eun Rhee, Jeremy Wong,</td>
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<td>MOTION TO APPROVE AGENDA &amp; MINUTES</td>
<td>Approval of minutes from Oct. 2, 2017- Mike Hedrick/Paul Carpenter/Passed</td>
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1. Welcome and Intros

- Old and new subcommittee members introduced themselves.
- Martin announced that University Union and Bay Sync will be critical to success and planning of U-hour which is why Jeremy Wong will likely attend future meetings.

2. Update from Director and Assoc Director for Semester Conversion – Hedrick/McCrea

*Review Fall 2018 course utilization calendar*

- Mike gave updates from the Semester Conversion Steering committee meeting held on October 6. He reported that Provost Raphael Hernandez gave a presentation on the initial course schedule model. Discussed how the bulk of courses are scheduled in prime time (10am – 3pm; Mon – Thurs).
- Met with the Provost this morning. The number of rooms in the semester schedule are compatible but may have to do more shuffling of classes into evenings and Fridays. Will try to work things out with Lucero Wallace, Director of Scheduling.

- **Question**: Will there be more utilization of Friday and Saturday classes?  
  **Answer**: Friday, but not sure about Saturday. However, the expectation is that there will be more utilization on Fridays.

- Concord campus will be open on Fridays so this will be a big shift for them.
- Steering committee voted to draft a referral to ExCom regarding rolling freshman over to give them catalog rights for 2018 in hopes this will speed up graduation.
- Wrote the referral to the steering committee and sent to ExCom.
- Administratively, it made more sense to move students to the 2018 catalog.

- **Question**: What’s going on with the Raffle survey?  
  **Answer**: Not sure. Requested that Caron Inouye send information out to faculty again. It is still open for freshman to complete, but deadline is November 3 for completed entries.

- Martin commented that he has seen several people stopping at the front desk in the Student Administration (SA) building.
- Lindsay would like them to be able to submit things electronically and hopes that Kenrick can use BaySync in the future to scan documents electronically and then submit entry forms.
- Preview day was Saturday, Oct. 14. It was brought to Lindsay’s attention on behalf of transfer programs, info needed stressing what the transfer applicant should be
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3. University Hour: Final recommendations from task groups—Balgas/Castillo

"Review final subcommittee recommendation; Update on Steering Committee Presentation—ALL WORK GROUP LEADS SHOULD SEND THEIR RECOMMENDATIONS TO MARTIN"

- **Coordination**
  - Recommend University Union as the U-Hour Securing coordinating dept and BaySync as the coordinating software.
  - Kenrick and Jeremy will get ready for next fall
  - Recommended website presence to archive presentations/information
  - Research close captioning option and cost. Reached out to CSU Northridge and Katie Brown for additional information.
  - Recommended to only assess formal U-Hour programs, not the informal U-Hour programs
  - Recommended creation of U-Hour logo
  - Recommended internships that could be tied in to U-hour
  - Recommended to reach out to on-line students through survey to determine what their needs are.
  - Recommend timing of U-Hour events be marketed from 12:15 to 1:05 – because classes that follow, begins at 1:15
  - Recommend that the SC CCSS subcommittee continue to serve as advisory group through the first year of semesters at minimum to allow for continuing assessment

- **Question:** Is Concord campus involved with U-hour?
  - **Answer:** Yes, they already have a U-Hour. Not sure if it's 12:15 to 1:15, but if not, they will have to make that adjustment.
  - Erik thinks it is more of a Floating U-hour

- **Programming**
  - Recommend U-hour, open time (Tuesdays), Thursday (theme); Received tentative schedule for next year from Sylvia.
  - Recommend each program part of U-Hour will use Bay Sync
  - Recommend connecting programs to University institutional learning outcomes and/or the 2025 graduation initiative.
  - Recommend to Identify branding with U-Hour logo
  - Recommend using University union staff to secure programming space and use Bay Sync for tracking programs
  - Samantha Q has already begun putting themed events on the google calendar

- **Question:** Can we make it ILO and 25 initiatives? Student Success?
  - **Answer:** Will add to Institutional learning outcome/student success

- **Question:** Do we need to think about offering a program during the week of thanksgiving and/or winter break?
  - **Answer:** First year, discuss, talk about it, relax, 2nd year, we need to begin developing curriculum or, send more students abroad.
  - Committee brainstormed possibilities for Thanksgiving break:
    - For faculty the two weeks could be utilized for their course
    - Concerned about international students who don’t have anywhere to go. Martin will reach out to Housing (Mark)
    - Possible event during Thanksgiving break

- **No plans for Intersession, but will be in the future.**
- **This may be good co-curricular time to figure out what to do with math and english.**
- **WST boot camp**

- **Assessment**
  - Recommend using Bay Sync send invites and collect data
  - Recommend doing focus groups
  - Recommend face to face time with students who aren’t going to u-hour
  - Recommend connecting with ILO 20-25 initiatives
- Question: Who is going to do the assessment? Will it be staff? Rolled into jobs? Graduate students?
- Requesting individual departments, faculty, and college service centers to collect data from students coming in during the U-hour times
- Question: What other surveys could be used to collect data?
- James Hershey to keep his area in the loop, as there may be data needed in terms of technical data
- Question: What about assessment of faculty in terms of satisfaction, retention, etc. This is an important piece that notes aren’t capturing.
- May want smaller group to assess, or, ExCom may be the place that will be doing the analysis.
- Suggest a governing body; advisory board to look at collected data and provide a report on routine basis.
- Martin will take his, Jens’ and Linda’s notes to come up with a comprehensive recommendation regarding University Hour to present to ExCom in November.
- Lindsay mentioned her exchange with Director of Semester Conversion at Pomona and reported that their U-Hour was previously held on multiple days, and they are very informal in their approach to u-hour. They will be limiting U Hour to two days. Not very coordinated, and they didn’t have a similar group like we have in their planning for semester conversion.
- Pomona requested our semester conversion subcommittee notes. If anyone from Pomona reaches out regarding semester conversion, please assist.

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

*Review Post-it notes from previous meetings
*Add Signature events to Google calendar
  - Martin created a google doc and shared with the committee last year. Originals were placed on board with post-its. Post-its were brought today mainly as a visual since they are now on google spreadsheet. These should now be transferred to the google calendar created by Samantha Q.
  - Continue to go on calendar and place your upcoming events.

5. Update from Campus Counterparts – Structure and Programming - All

  - Bakersfield, CSULA any feedback on experiences.

6. Discuss Items for Next Meeting

  - Review google calendar to make sure events are all on one calendar
  - Review presentation Diana gave at the Steering committee meeting and adjust to finalize presentation for Ex Comm.

7. Meeting Adjourned – 11:45am
UHour Coordination Work Group – Final Recommendations
Linda Beebe, Martin Castillo, Bill Irwin, Jen Nguyen, Erik Pinlac, Mike Hedrick, Martin Castillo

1. **Coordinating Department/Software**—University Union and BaySync

2. **Website Presence**—the group recommends creating a website (maybe on UU webpage) to centralize marketing/information-sharing and allow for storing of recorded programming/events.

3. **Closed-Captioning**—the group continue researching the cost for the service and placing this information on the website to inform presenters of the option. The group will also research funding sources including University Extension and A2E2 funds.

4. **Formal vs. Informal**—the group recommends that we only coordinate the formal programming that is scheduled during University Hour. Informal programming may continue to occur during the designated times for UHour; however, those efforts will not be assessed and/or coordinated.

5. **UHour Logo**—the group recommends creating a recognizable logo to help identify UHour events which might help with gamification/recognition.

6. **Internships**—the group recommends exploring internship opportunities for class credit (HRT, etc.) or department experience (University Communications, etc.).

7. **Online students**—the group recommends a survey to online students (via Roger Wen?) to determine what online students want/need and whether offering streaming and/or recordings will meet those needs.

8. **Timing**—Classes before UHour end at 12:15pm and the classes after UHour begin at 1:15pm. The group recommends marketing UHour events from 12:15pm to 1:05pm to allow for travel to next class.

9. **Advisory Group**—the group recommends keeping the SSCC Semester Conversion subcommittee intact for at least the first year of semesters to continue providing direction for University Hour as needed.
Programming Subgroup RECOMMENDATIONS:
1. The University Hour will be an open time on Tuesdays and have distinct programming themes on Thursdays.
2. The Programming Themes for Thursdays will be:
   - First Thursday of the Month: Student Programming
   - Second Thursday of the Month: Departments (Academic/NonAcademic), Library, Colleges programming
   - Third Thursday of the Month: University-wide Programming (Al Fresco, Job Fairs, Grad Fairs, Graduation Meetings, etc.)
   - Fourth Thursday of the Month: Diversity and Staff Development Programming
3. Each Program That is Part of the University Hour Will:
   - Use Bay Sync to receive RSVPs
   - As individuals RSVP, ask if they need accommodation, so that we can assure access
   - Run from 12:15-1:05 to assure that students have enough time to get to class
   - Identify a Institutional Learning Outcome and Advertise the Event with the ILO displayed
   - Be branded with a University Hour Logo
   - Can use the University Union Staff to help get a room and AV support
   - Will use Bay Sync for Post-programming Assessment
4. Themed Thursday Programming will run from the first week in September-November. The two Thursdays in August will be for Student Welcome Programming and Al Fresco. December 6 will be an all University celebration to end our first Academic Year on Semesters.
5. Units are certainly welcome to schedule events at other days and times and on Tuesdays but those planned for the University Hour will be themed, branded, have an ILO, use BaySync, and receive assessment.

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OTHER work of the Committee:
- Learned that ASI will have an intern start sitting in on our meetings to assure continuity next year
- Samantha Q. will add our Fall 2018 Themed Events to the Google Calendar being created by the larger Committee
- Work with Katie Brown to encourage students interested in University Hour Programs to RSVP to help us assure Disability Access
- Work with the Assessment Committee on a uniform instrument
- Try to get individuals to use BaySync for 2017-18 events so that we can gauge whether having them during the University Hour increases attendance (The Office of Diversity is already doing this)
- Once Programming Plan is approved by Senate, start letting units know about programming slots and get programming ideas together for Fall 2018-19
- Scheduled our next meeting for November 9, 2017.

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Attendees: Sylvia, My-Lan, Samantha, Ryan, Linda, John
UHour Assessment Work Group – Final Recommendations

1. Add questions to existing surveys - Campus climate for sentiments of inclusion, National College Health Assessment for stress levels, etc.
2. Utilize BaySync to send invites & collect assessment data - programmers would be responsible for ensuring they are sent to attendees
3. Correlate assessment with academic assessments - perhaps create a Dashboard to refer to data
4. Focus groups - obtain qualitative feedback from students about benefits of U-Hour and/or why they are not attending activities.
5. Hire people for assessment process (staff/internships) - is this part of someone’s position description, can graduate students be utilized to assess outcomes?
6. Request for individual departments/faculty/college service centers collect data regarding student contacts during U-Hour (advising, faculty office hours, etc.)
7. Ensure assessment is congruent with ILOs and 2025 initiatives.

Attendees: Jen Luna, Diana Balgas, Kenrick Ali, Paul Carpenter