Meeting Notes – October 2, 2017 11:00AM to 12:00AM UU-102
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), Linda Dobb, Mike Hedrick, Marguerite Hinrichs, Bill Irwin, Jennifer Luna, Lindsay McCrea, Jennifer Nguyen, Samantha Quiambao, Erik Pinlac, John Wenzler

Absent: Kenrick Ali, Katie Brown, Sylvia Head, Tiffany Patterson, Balaraman Rajan, Cesar Segura, Dianne Rush Woods

Guests:

MOTION TO APPROVE AGENDA & MINUTES

Approval of minutes from August 28, 2017—Samantha Quiambao/Erik Pinlac/Passed

1. Welcome and Intros

- Diana and Martin welcomed committee members back from the summer break.
- Martin explained that that this committee would be going back to its original meeting format, which includes the motion to approve the agenda and minutes from previous meeting, and opening updates from Director, Mike Hedrick and Assoc. Director, Lindsay McCrea.

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

- Mike updated on his report on U hour to the Excom and other efforts going throughout the summer
- Lindsay updated about the launching of the scavenger hunt aimed at freshman students in GS classes. Goal of the scavenger hunt is to go out to different places, get signed off in major departments and become acquainted with campus resources.
- Deadline for submissions of the completed form is Nov. 3, 2017.
- A prize will be awarded for completed forms.
- Nonacademic departments have been notified and ready for 1300 freshman
- This is posted on to the student page of the semester conversion website. Students must download form from there.
- Paul reported that he’s been getting emails from students reporting that kinesiology was not listed as part of the drop down menu in CSU Apply. Glen is in charge and will be notified.

3. University Hour: Finalize deliverables/Poll survey/Presentations – Balgas/Castillo

- Martin reported that the work groups have been meeting all summer and they’ve received great recommendations from the different workgroups. Now need to pull together into one final recommendation to go to ExCom (probably sometime in November).
- Diana will provide updates via semester conversion steering committee (Oct 6). Co-Curricular and Student Support is expected to give 30 min presentation to ExCom on recommendations for roll out and assessment for U hour.
- Members of the subcommittee, and subcommittee workgroups will be involved, also.
- Diana and Martin will give power point to insert highlights from each of the workgroup areas.
- No firm date of when to present to ExCom. Mike suggested contacting Mark and Sophie for possible November date.
- Mid to late quarter as possible date for final recommendations.
• Ayelle Adam, Program Coordinator for Online Teaching and Learning will be sending a survey to online students in the next week. She offered the opportunity to be included in a poll including questions on how will online students partake in U hour? Any thoughts from the group regarding questions we should include?

Suggestions and recommendations of online survey questions regarding U hour to Online students population:

Poll/survey to online students

• We should include the University Hour description blurb from original U Hour survey to ensure students know what it is.
• If offered access to live streaming events (concerns, convocations, campus events) on Tues/Thurs from 12:15 – 1:15, what is the likelihood that you would participate?
• If offered access to online advising via Zoom, what is the likelihood that you would participate?
• How often are you available during University Hour to participate in events via online access? Never, Seldom, Once a week, Once a month
• Since there is a cost to livestreaming, getting feedback from the online community regarding their participation is important for a final recommendation.
• How will we get funding for livestreaming? (possible sources include A2E2 funds)
• Will it discourage people if they have to take care of cost of streaming, etc.?
• ATI – on video should be captured, but no funding for this. Accessibility services have gone over budget, so funding will have to come from somewhere else.
• Lindsay thinks this is a good reason to have a website. Students may still want to see live stream or on line stream even if they don’t want to participate
• Add a section to Bay Sync programming form that allows programmers to state whether they plan to stream and/or record events. If so, notify them upfront regarding cost. Use Al Fresco as example of cost to see how much it may cost for big events
• Cal State Eastbay has a social media directory with over 100 links to official university department pages.
• Every program we have on campus we should make sure to have a person to doing – sign language. Although this will add to cost of programming during U hour we have to make sure that programs have an interpreter.
• Any accessibility needs are usually placed on the bottom of the application? An rsvp to Bay Sync will be very important.
• Implications can be profound, where will we get resources to do some of these things.
• Linda D suggested having students register and let us know if they need special accommodations.
• Northridge addresses in person sign language interpreters. Cal State Eastbay will have to address also. Martin will reach out to CSUN to inquire about funding sources.

-Recommendations

• Each University Hour work group will need to prepare final recommendations from their group prior to October 16 meeting. At the October 16 meeting, final recommendations will be reviewed and finalized.
• Final recommendation per subgroup will be very important.
• Linda Dobbs programming will meet next Monday

4. Co-Curricular Task/Milestone Calendar-Spring/Summer-2018 – Balgas/Castillo

• Group reviewed calendar that is being used to plan for short summer (summer 2018).
• Samantha created a google calendar and began adding U hour dates to share with each of the committee members to make it easier. Martin said group can begin inserting their information to see where conflicts might arise.
• Calendar can start with this group, then allow to be spread out to others who could add to the calendar.
• Linda and Lindsay voiced concerns with calendars; ie., dates being sync’d, etc
• What will we name the calendar: **Transition Year 2018**
• Transfer orientation is being proposed as a mandatory event for all incoming transfer students
• Orientation dates for summer 2018 have been set; however, the “catch all” dates may change; waiting to hear from President Morishita to see when he plans to do his convocation
• The Semester Conversion transition google calendar should only have signature events.
• Martin will share the google milestone that was created last year. Committee members should move their events to google calendar.
• Martin will bring “post-it” notes to next meeting to ensure all events are accounted for on the SC transition calendar.

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

- Jen contacted Pomona’s learning center. They currently have U Hour with the quarter system, but not sure if will have it for semesters. Might want to look into why.
- Other campuses do not have the support that Cal State East Bay has with subcommittees like CCSS.
- San Marcos did analysis of their U-hour in 2006. Had good information in a four page document about history, findings, utilization of u-hour, types of events that were more popular….talked about similar goals that we have and recommendations on ways to help U-hour be more successful.
- Some of the findings from the report were:
  - Freshman engagement increased as well as faculty and staff engagement
  - Upper division students needed more flexible course scheduling and availability of classes
  - Limited space challenges
  - Martin will send four page report out to entire CCSS subcommittee.
- There is also a six page report out on fall 2018 Utilization that’s been distributed to deans, then advisor list. Not sure if it’s gone further.
- Martin would like to have a copy for the next meeting

  Mike said Raphael will be speaking with us about the workload/utilization report at the steering committee meeting. There is a link on the agenda for people to view.

### 6. Discuss Items for Next Meeting

- Subgroups should meet for final recommendations for U-hour
- Fall 2018 utilization calendar
- Transition calendar – Martin will bring post-it notes from previous meeting
- Lindsay will send email to Lena.
- Paul will send email to his contact re: U-hour

### 7. Meeting Adjourned – 12:00 pm