Meeting Notes – October 30, 2017 11:00AM to 12:00AM UU-102
Co-Curricular and Student Support Subcommittee of Semester Conversion

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<tr>
<th>PRESENT</th>
<th>Kenrick Ali, Mark Almeida, Diana Balgas (Co-chair), Linda Beebe, Paul Carpenter, Linda Dobb, Mike Hedrick, Bill Irwin, Jennifer Luna, Lindsay McCrea, Tiffany Patterson (via zoom), Samantha Quimabao, Erik Pinlac, John Wenzler,</th>
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<td>ABSENT</td>
<td>Lael Adediji, Katie Brown, Martin Castillo (Co-chair) Sylvia Head, Marguerite Hinrichs, Jennifer Nguyen, Balaraman Rajan, Cesar Segura, Dianne Rush Woods</td>
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<td>GUESTS</td>
<td>Jeremy Wong</td>
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MOTION TO APPROVE AGENDA & MINUTES
Approval of minutes from Oct.16, 2017- Balgas/McCrea/Passed

1. Welcome and Intros

- Subcommittee members introduced themselves to guest
- Diana Balgas (Co-chair) facilitated the meeting in Martin Castillo’s absence

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

- The ASCSI document on GE catalog rights was approved by the steering committee and submitted to ExCom. It will be presented at CIC next week.
- ExCom had a few questions, but Mike will work with Angela Schneider so they can hopefully have it approved by end of summer.
- Mike reported that he’d received an invitation from Corey Gin to provide a semester conversion update at the All-MPP Leadership Retreat on Nov. 17th. He will be contacting the chairs of the various subcommittees to provide him information for talking points about semester conversion for the power point presentation he will present at the retreat.
- Lindsay reported that there will be a student committee meeting on Friday, December 2, 2017 to discuss GE catalog rights.
- There is also a faculty development workshops in November. All workshops will be posted on the semester conversion website.
- The scavenger hunt is still going on for students, but closes on November 3, 2017. Lindsay will send another reminder to the GS faculty to prompt students to submit their completed passport pages so they can win.

3. University Hour: Review final Subcommittee recommendations (PPT) - Balgas

- Diana reviewed the U-Hour power point presentation that she presented to the Semester Conversion Steering Committee on Oct. 6, 2017.
- The presentation was compiled of work that was pulled from meeting notes and collateral materials accumulated over the last two years. She is scheduled to give this presentation to ExCom on November 7, 2017 at 2:30 pm (time certain).
- Diana informed the subcommittee that SCSC recommended to ExCom that the Semester Conversion Co-Curricular and Student Support be the committee to provide recommendations on the structure, coordination, use, and assessment of U-Hour under the semester schedule.
- Members offered suggestions and gave input on areas that needed rewording, clarification, and the rearranging of power point slides.
- IRADS (Eun Rhee) will be working with the assessment workgroup to discuss, identity, and gather baseline data to measure change over time.
• Diana and Martin met with Julie Stein and Jodie Servatius about the ILO’s. They are not anticipating going to the Committee on Academic Planning and Review (CAPR) until the end spring
• Hoping to use U-Hour data to identify assessment gaps
• The message really needs to be clear. The University needs specific outcomes. Engagement, retention and satisfaction
• Lindsay recommended that there should be an “outcomes” slide, e.g., university outcomes.
• Diana commented that this summary presentation was meant to be “short, sweet, and concise” in order to facilitate the information sharing of U-Hour Workgroup’s (programming, coordination, assessment) recommendations.
• Draft Report: Recommendations of the CCSS Subcommittee on University Hour will be coming early winter.
• Mike said we can discuss, and potentially approve the U-Hour recommendation report at the Jan. 12, 2018 steering committee meeting since Diana will be in Long Beach during the December 1, 2017 meeting.

4. Co-Curricular Task/Milestone Google Calendar – Balgas/Castillo
   This is still being worked on and will be tabled for the next co-curricular and student support meeting on November 13, 2017.

5. Update from Campus Counterparts – Structure and Programming - All
   • No updates

6. Discuss Items for Next Meeting
   • Discuss proposed outcomes for U-Hour
   • Calendar milestone discussion
   • Updating Google calendar with Samantha Quiambao
   • Draft recommendation for January 12, 2018 Semester Conversion Steering Committee meeting. This committee will review before it goes to ExCom

7. Meeting Adjourned – 12:00pm