Meeting Notes – Oct. 7, 2016 9:30AM to 11:30AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Lael Adediji, Diana Balgas (Co-chair) Martin Castillo (Co-chair), Paul Carpenter, Hendrix Erhahon, Sylvia Head, Mike Hendrix (Co-director), Bill Irwin, **Brian Johnson (for Katie Brown)** Jennifer Luna, Lindsay McCrea (Associate Director), Jennifer Nguyen, Eric Pinlac, Louis Ramos, Balaraman Rajan, Diane Woods

ABSENT
Mark Almeida, Katie Brown, Marguerite Hinrichs, Alison Richardson, John Wenzler

GUESTS

**AGENDA ITEM**

1. Approval of Agenda and Minutes

- Agenda - Approved
- Co-chairs went over the focus of the minutes from May 13, 2016 meeting briefly and decided to table until next meeting to give committee members an opportunity to review. A motion was made by Martin to table minutes from 5/13/16 meeting until next meeting on Nov. 4, 2016, seconded by Diana. Motion approved

2. Report of the Co-Directors - Lindsay McCrea and Mike Hendrix

- Mike and Lindsay updated Steering committee and Subcommittee members
- Timeline for Task Force up for vote
- Glen Perry and Sarah Wallace scheduling models with Time Modules and hope to have soon so that Senate can have full discussion before the vote in November.
- Things are on track. Few hiccups with Curriculog. Approved GE courses
- Set deadline for submission of GE courses will be discussed at Semester Conversion Steering committee meeting at 12:00pm today.
- Consultants are on schedule according to Glen Perry
- Lindsay reported on the two Student Advising Task Force committees that met over the summer. The IAP Task Force and the Student Handbook Task Force. Both are being considered for the next meeting.
- Will be revamping the student page
- ERP and IT are running test of the IAP. The goal is to try and go live by November, winter quarter at the latest.
- Student Advising gearing up this year. Transfer student strategies for graduating by Spring 2018 Need students to fulfill WST and Title 9 to avoid registration holds being placed. New chart on what to do is currently on the student page on SC website.
- Martin asked about feedback from the recent Orientation that Lindsay and Mike attended. They both commented on the positive feedback they received. Many parents attended and were shown the pledge video. Reiterated the importance of students seeing their Advisors.
- Preview Day – new information piece this quarter being passed out to students, all over campus. Flyers, posters, banners. All in an effort to help students with their success.
- Diana suggested that all promotional material should come to the SC-Co-curricular and Student Support Subcommittee to review
- Advising group vetting IAP templates. Borrowed software from Bakersfield to make IAP more user-friendly to students hope to complete by November.
- Lindsay reported that 75% - 80% of students can access the DAR – Quarter all students will have a DAR should be done by end of 2016. The DAR will be instrumental in creating the IAP
- Discussion turned to student holds: many suggestions and concerns voiced by committee members. Discussed having instruction for students on how to use the drop down menu from My CSUEB. Diana plans to identify students who
haven’t yet responded.
- Mike commented on the message module pop up that was planned, but this presented a few problems so they’re working to fix it. Students should have this in their “To-Do- list”. There are 12,000 students who have not done or completed the mandatory Title IX training. Holds will be placed beginning October 28 for students who do not complete the training.
- Discussion on re-implementing the holds in hopes that this will get students to do the training. The Title 9 training must be done every academic year.
- Hendrix and Martin mentioned the lengthy video and how long it actually takes to complete the test. This is a deterrent to some. But will continue different methods to get the word out to get students to take the Title 9 training.
- Erhahon sent email blast to students about completing the Title 9 training.
- Jennifer N asked if there was information on the number of WST from quarter to semester. And Mike responded that right now they are trying to clear the 4,000 seniors that have already taken it. Thinks this is a question that needs to be posed to Maureen Scharberg, Student Advising. Jennifer N’s concern is that there aren’t enough opportunities currently being offered to accommodate the number of students who need to complete the WST.

3. Update from CSU Semester Conversion Joint Summer Meeting – Balgas/Castillo

- Martin gave feedback on joint meeting in Pomona on August 1, 2016. Felt like there was lots of feedback shared with tips given to/by different CSU Bakersfield and LA.
- Mike’s take home from the Pomona meeting was the IAP discussion and the fact that CSULA didn’t find them to be that useful. Reported that only 60% of the students actually used it.
- Students are free to change their IAP’s here at CSUEB, but hopes that if they do, they have help from their advisors.
- Lindsay felt CSUEB is star quality after coming from Pomona meeting and that we are in a good position for our launch.
- Lindsay and Diana gave thanks to both CSULA and Bakersfield for sharing their knowledge with us. Did a great service.
- Martin asked if anyone has heard from their counterparts at CSULA and/or Bakersfield. Erhahon responded that CSULA complained about the IAP because students felt locked in because they couldn’t change.
- Lindsay said one big message that needs to go to students is the goal of graduating in Spring 2018 to transfer students. Need to push the consequences of changing their IAPs
- Diana said that students concerns are always about course availability.
- Mike reported that one positive take is that the Provost wants the wait list reduced. He’s clearly aware and very student focused and concerned about course availability for students.
- Diana mentioned that one other piece of information she took from the Pomona meeting was that Bakersfield remains on state support during summer session for semester conversion.
- Diana asked if there is a student specific newsletter. The response from Erhahon was that there is a quarterly newsletter put out by ASI VP for Communications (Karen Perada) and there is always a section from Semester Conversion.
- Diane W asked if it would be possible to have a special edition to give information that might be helpful.
- Lindsay said this request is something they may need to be brought to Student Advising.
- Jennifer L spoke about students and how they want to be communicated to based on feedback from the Student Affairs listening tour with students. Especially returning students. They want language that doesn’t speak down to them. Use “word of mouth”, social media. Information given from faculty at the beginning of class, especially in GE classes. They want one point of contact to go to for information, electronic sign boards, etc…must use variety of communication methods. Evening students also have no place to get information.
• Brian suggested an Information Kiosk in the Library courtyard area.

4. Co-Curricular Task/Milestone Calender – Balgas/Castillo

• Last year the mission was to create a calendar to figure out what will need to shift as part of the conversion process, then mission moved to University Hour.
• Admissions completed enrollment calendar through 2020.
• Martin asked how we best accomplish building Milestone/Task calendar
• Diana suggested using a whiteboard skeleton to show our direction on how we want to proceed.
• Martin asked how the 6-week winter session should be used. Suggestions were made to have WST camps, community engagement
• Lindsay spoke about the 4-5 week intersession between fall and spring. Said there are some programs that plan on utilizing the 2 weeks for course intensives.
• Agreed on using whiteboard to map the task out to complete.
• Martin would like the group to come to the meeting knowing what’s on the approved calendar. Brainstorming summer session---: Library, food service, safety-help center, Raw, shuttle service.
• Winter: training, winter commencement, facilities projects, WST camps, alternative spring break/community engagement.
• Lindsay said we have to consider staffing because CSUEB goes dark during winter.
• Diana said calendar will be shared.
• At next meeting, we will begin building milestone calendar using post-it notes and whiteboard. We will need to focus on Summer 2018 – Summer 2020.

5. Updates from CSU Counterparts

• Nothing to report for the meeting. Will have something for meeting on Nov. 4.
• Brian did report that he’d left a voice mail and sent emails to his counterparts (Directors), but haven’t heard back from anyone yet.

6. Items for next meeting – Balgas/Castillo

• Angela and Karen: Degree Audit, Title Nine training
• Maureen: Student Advising, calendar, update on Student Handbook and IAP
• Time module: November will go to vote to Senate. May be big topic for December meeting depending on how vote goes.

7. Adjournment - Meeting adjourned at 11:00am