Meeting Notes – November 13, 2017 11:00AM to 12:00AM UU-102
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Lael Adediji, Kenrick Ali, Linda Beebe, Paul Carpenter, Martin Castillo (Co-chair), Linda Dobb, Mike Hedrick, Bill Irwin, Jennifer Luna, Lindsay McCrea, Samantha Quiambao, Erik Pinlac, Dianne Rush Woods

ABSENT
Mark Almeida, Diana Balgas (Co-chair), Katie Brown, Sylvia Head, Marguerite Hinrichs, Jennifer Nguyen, Balaraman Rajan, Cesar Segura, John Wenzler

GUESTS
Jeremy Wong

MOTION TO APPROVE AGENDA & MINUTES
Approval of minutes from October 30, 2017

1. Welcome and Intros

2. Update from Director and Assoc Director for Semester Conversion – Hedrick/McCrea
- Mike reported that he will be presenting a brief update to the MPP group on Friday, November 17, 2017 about Semester Conversion
- Lindsay reported that Transfer Orientation day is on Nov 29, and she will be attending.
- No results on the resource (Scavenger) hunt. Turned into soft deadline due to very few forms being turned in. Will see what happened at next meeting.
- Bill reported that it may have been a misunderstanding with the students about where to take them or hand them in. He will take the 2 surveys he received to AACE.

3. University Hour: Timeline, Outcomes, Logos & UU Programming - Castillo

ExCom PPT
- Martin reviewed the updated U Hour power point presentation that Diana put together and presented to ExCom last week.
- The main objective today was to review U Hour “outcome” slide for feedback from the co-curricular subcommittee members so that it can be presented in final form to the Ex com
- Lindsay voiced concern over the proposed timeline of the final report being submitted to steering committee on March 12. She thought we’d give recommendations to ExCom in winter to allow a cushion to address and decide what to do about it.
- The ExCom meeting date schedules are Jan 2, Jan 16, Jan 30, Feb 13, Feb 27, March 27 and April 10. Martin will discuss with Diana about moving up dates to provide final memo to Steering Committee in January and ExCom in February as the target dates.

Outcomes
- The subcommittee gave feedback and suggestions on the Outcome section of the U-Hour presentation:
  - Of the 7 original points, some of them seem like subcategories of others
  - Group recommended highlighting 4 points and making sub bullets of the others
  - Per Lindsay’s suggestion, Martin will talk with Kenrick and Jeremy about developing an example page of outcomes in BaySync
  - Martin asked Dianne about providing an example of their Diversity page for ideas.
- Paul recommended a general statement with 5 key phrases below (collegiality, engagement, belonging, campus climate, ILOs)
- Martin and Diana will review outcome section again to find that middle ground, and bring back another example for the subcommittee to review before finalizing
- Jen provided Public Health perspective: objectives vs process must be clarified.

**Logo**
- Kenrick reviewed 6 logo options
- Logo number four and five tied in BaySync vote clean, clarity, busy but useful.
- Sam provided student feedback; logo number 5 and 3 were the best.
- Martin shared Diana’s suggestion about using a watermark and logo to have two things that could be played with and positioned.
- Kenrick will take feedback and create 2 revised logos for next meeting
- Lindsay suggested checking with accessibility to see if there is a way to improve the logo. Katie Brown is part of subcommittee so she may have feedback

**UU Programming**
- Kenrick reported that his program coordinator, Kristopher has started testing programming during the 12:15 to 1:15 hour, but won’t officially advertise as U-hour until winter or spring. He wants to be able to get evaluations and forms up before we start assessing anything.
- Focus has been on Thursdays including Pinterest, origami, pumpkin painting, face decorating, and root beer floats, etc. At least 30-40 people have been coming to these events. The root beer float event gathered over 100 attendees.
- Kenrick will find out if Kristopher’s been swiping folks in, if not, he will make sure he does for a more accurate account of numbers.
- Bay Sync text messages have been used to increase attendance to events. Diane said they’ve had the same experience for folks coming to the diversity events.
- Anyone with ideas, please send to Kenrick. Kristopher will continue for winter quarter; spring quarter will start using the evaluation to give us enough time to get preliminary data from them.

4. Co-Curricular Task/Milestone: Google Calendar – Samantha Quiambao
- Sam (Samantha) went through the google calendar she created that showed all the important dates and events that were planned and talked about in the past; including 2018 spring quarter, early orientation dates, exams and any other upcoming trainings. U-hour events are also on the calendar with the theme. The title and the event names can be changed also. Thursday are themed days.
- The calendar is done for the full year.
- Martin said to send him an email if you have trouble finding Sam’s google calendar.
- This calendar may be shared with the entire university at some point.
- President Morishita really wants a calendar that represent all of the campus events.
- Angela Schneider from registrars will also need to put her dates on the calendar.
- The semester conversion subcommittees may be able to put their events on the calendar also.

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

6. Discuss Items for Next Meeting
- Review revised logos
- Review revised outcomes

Meeting Adjourned – 12:00pm