Meeting Notes – November 27, 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, Linda Beebe, Paul Carpenter, Martin Castillo (Co-chair), Linda Dobb, Mike Hedrick, Bill Irwin, Jennifer Luna, Lindsay McCrea, Jennifer Nguyen, Tiffany Patterson (via zoom), Erik Pinlac</th>
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<td>ABSENT</td>
<td>Lael Adediji, Diana Balgas (Co-chair), Katie Brown, Sylvia Head, Marguerite Hinrichs, Samantha Quiambao, Balaraman Rajan, Cesar Segura, John Wenzler, Dianne Rush Woods</td>
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<td>GUESTS</td>
<td>Jeremy Wong</td>
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<td>MOTION TO APPROVE AGENDA &amp; MINUTES</td>
<td>Approval of minutes from November 13, 2017  P.Carpenter/B. Irwin/Passed</td>
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1. Welcome and Intros
   - Martin facilitated the meeting today in Diana’s absence.

2. Update from Director and Assoc Director for Semester Conversion – Hedrick/McCrea
   - Lindsay reported that ERP consultant Joey Harpst will be attending the SC Steering committee meeting in January to give updates and answer questions.
   - Martin will present a tentative draft version of the presentation with the new revisions to the steering committee on Friday, December 1, or at the steering committee meeting on January 12, 2018.
   - He also has a tentative version of the memo to present to the Academic Senate or the Steering committee. The memo will give U-Hour background information and U-Hour recommendations and request approval from Academic Senate.
   - Mike reported that ASC document presented on the general education catalog for freshman will be at senate tomorrow.

3. University Hour: Review tentative outcomes; Review proposed logo - Ali/Castillo
   - Martin reviewed the revisions he made from suggestions at the last SC CCSS meeting on November 13.
   - A few of suggested revisions were to: shorten and be more about expected outcomes; focus on originality, engagement, sense of belonging, campus climate and retention of students.
   - Still needed more verbiage in the outcomes to speak to the masses; the groups that will actually be programming during U-Hour
   - Lindsay felt the bullet that spoke of “improved climate” was an area that could be measured.
   - Committee members agreed that they could see very specific examples based on the new bullets Martin added or tweaked
   - Committee members were pleased with the tweaks and revisions that Martin made and all decided to go with the new changes.

Kenrick Ali’s Logo discussion
   - Adjusted the logo to three options
   - Reviewed option 1, 2 and option 3
   - Consensus seemed to agree on option 2 for the final logo design
   - All agreed the student did a very good job on designing the logo

4. Co-Curricular Task/Milestone Google Calendar – M. Castillo
   - Martin asked if everyone had been able to log into the calendar from the link that Sam sent.
- Martin reviewed the google calendar on the overhead so that committee members could see the section showing the end of spring quarter and final exams. He reminded the committee members that they will have to start plugging in events pertinent to their department or division so we can have a more robust conversation about preparing for the first fall semester including any need to adjust university wide events,
- Martin will check to see that Linda Beebe is able to log on to the google calendar in the future.

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

| No updates |

### 6. U-Hour Recommendation Memo for Academic Senate

| Martin was asked to provide final recommendations on U-Hour to Steering committee and academic senate via formal memo.  
Background: Academic Senate charged CCSS with U-Hour logistics in 2017 winter quarter and asked subcommittee to provide something in writing by spring quarter 2018.  
Martin reviewed the U-Hour recommendations presented in the memo to the Academic Senate and the Semester Conversion Steering Committee:  
Programming |
- Encourage programming window of 50 minutes (12:15 to 1:05) to allow for travel to 1:15 classes  
- Utilize Tuesdays for “open”/informal programming  
- Utilize Thursdays for structured/formal programming via pre-determined themes for each week  
Coordination: |
- Coordinate logistics via the University Unions Department  
- Limit coordination to formal programming  
- Utilize Bay Sync software for scheduling, tracking, and assessment  
- Create logo and website  
- Recruit CCSS subcommittee members to serve as advisory group for 1st year of conversion.  
Assessment: |
- Utilize BaySync software to send invites and collect assessment data  
- Correlate assessment with academic assessments  
- Use focus groups for setting benchmarks  
- Hire people for assessment process (staff/internship)  
- Request for individual departments/faculty/college service centers collect data regarding student contacts during U-Hour (advising, faculty office hours, etc.)  
- Ensure assessment is congruent with ILO’s and Graduation 2025 initiatives.  
Feedback: |
- Lindsey suggested altering recommendation to recognize programming timeframe as 12:15 to 1:05 to accommodate academic courses.  
- Group discussed the 1:05pm option. Paul reminded everyone that U-Hour was supposed to be on behalf of students, but now it appears we are “squeezing” the time from U-Hour.  
- Jennifer L suggested adding the 1:15/1:05 time issue as part of a focus group question. What do students want?  
- Linda Dobb confirmed that we have to keep 12:15 – 1:15 as the official hour (including within the logo).  
- Linda B asked if students are running late to class and it says U-Hour ends at 1:15pm, will faculty allow students to be late.  
- The response from Martin and others on the committee was that the students will have to take it upon themselves to know that they must leave U-Hour early enough to make it to their 1:15 class. Students have had to juggle schedules in the past and they’ve adjusted.  
- Tiffany P weighed in on zoom and agreed that students would be responsible for knowing when to leave a U-Hour event in order to make it to their 1:15 class.  
- Jen N recommended formal programming should be made very clear to the students, because it is also an open hour to do informal programming. Define open and formal |
Lindsay suggested adding a few examples for each of the Thursday programming weeks, in order to be consistent.
Mike suggested for Martin to present this on Friday to steering committee as a first reading draft and committee members can vote on it at first steering committee meeting in January. It will give everyone a chance to look at it.
Mike asked Martin to give final memo recommendations to Lindsay once it is complete.

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<td>• Do we need to meet on December 11?</td>
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<td>• Should we consider meeting monthly instead of every other week during winter and spring quarters?</td>
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<td>• Review feedback from Semester Conversion Steering Committee</td>
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<td>• Finalize U-Hour Memo recommendations to Academic Senate.</td>
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Meeting Adjourned – 11:45am