## Meeting Notes – Dec. 2, 2016 9:30AM to 11:00AM SA 4350
### Co-Curricular and Student Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th><strong>PRESENT</strong></th>
<th>Lael Adediji, Diana Balgas (Co-chair), Paul Carpenter, Martin Castillo (Co-chair), Sylvia Head, Mike Hendrix, Lindsay McCrea, Erik Pinlac, Balaraman Rajan</th>
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<tbody>
<tr>
<td><strong>ABSENT</strong></td>
<td>Mark Almeida, Linda Beebe, Katie Brown, Hendrix Erhahon, Marguerite Hinrichs, Bill Irwin, Jennifer Luna, Jennifer Nguyen, Louis Ramos, John Wenzler, Diane Woods</td>
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<td><strong>GUESTS</strong></td>
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### AGENDA ITEM

#### 1. Approval of Agenda and Minutes
- Agenda – Approved
- Motion made to approve minutes from 11/4/2016, Martin Castillo/Diana Balgas/Passed.

#### 2. Update from Director and Assoc. Director for SC – Hedrick and McCrea
- Mike reported that the Time Module was passed in Senate. Agreed on Time Model 3 – Tues/Thur U-Hour. This recommendation will be forwarded to President Morishita and, if approved, will be revisited and assessed in 3 years. Lucero Wallace is working on producing class schedule based on the new time module.
- Chairs should begin plugging courses into the module.
- Mike reported that today was the last Semester Conversion Steering committee meeting for 2016. Wendy Chen will give presentation on the Individual Advising Plan (IAP) at this afternoon’s meeting. Training for faculty and staff will come later.
- Student guide to IAP is not on Semester Conversion (SC) Student page.
- Advisor guide to IAP posted on Staff and Faculty page.
- Lindsay reiterated that she is available to speak with student and staff that need training on where we are with semester conversion, advising, etc. Semester Conversion pushing students toward advising, trying to get them to engage.
- Concern about freshman student’s prioritization in regards to semester conversion and it being too soon to map out plan for them.
- Feedback from other campuses reported their IAP process being a “hit and miss” with getting students to be involved and engaged.
- Would like to see students complete their GE requirements before the semester conversion so that when it’s time for them to start their IAP they can track their progress and ideally graduate in 4 years.
- Lindsay updated the subcommittee on all communications that has been communicated to students thus far about the semester conversion website, i.e., My CSU, Blackboard, periodic messaging.
- Concern about the amount of time taken to generate an IAP. Only 2.5 advisors for 1,000 students. Trying to find people that know the system in order to fulfill the 400+ (50%) goal.
- Addressing concerns about assistance with additional work, Larry Bliss (AACE) said, “he’d hired three people to assist with the IAPs.” Lindsay also assured everyone that they have begun hiring additional staff for trainings and to assist with additional IAP work.
- Question was asked if U-Hour was a protected hour as far as what can be taught.
Mike said there is discussion about scheduling labs during the U-Hour.
- Committee began brainstorming how to really utilize the U-Hour effectively.
- U-Hour passed on 3-year trial basis. During that time it will be important for groups to collect data on how many events were held during U-hour, how many attended, what type of event, etc.
- Question raised about next steps and if there would be a committee formed to oversee/manage the U-Hour.
- Martin asked if the group should be begin making recommendations on U-Hour: connecting through passport, using BaySync – a web-based application that allows you to become a member, pull up Blackboard assignments, connecting different groups, similar to a bigger version of LinkedIn.
- Suggestion to add Kenrick Ali to subcommittee since he is the administrator for BaySync. Martin and Diana will follow up.
- Mike said that ex com will tweak what the U-Hour and 3 year assessment will look like but the Provost is going to the Deans to encourage Chairs to get on board.
- It’s up to ex com to flush out the details of the three year assessment trial period.

3. Update from CSU Counterparts

- One committee member reported that she’d heard from her counterparts from Bakersfield and was told they were drained with the new conversion to semesters. Mike wants to invite Bakersfield and LA counterparts to CSUEB in June to share experiences with faculty and staff on what they learned during the semester conversion process. Want to know positive and negatives to the process. Basically, a debriefing of the first year’s experience.

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

- Committee began by looking at the Co-Curricular Milestone calendar to brainstorm ideas on how best to use U-hour to engage in activities that will utilize the U-hour to the fullest. The three categories initially given for this exercise were: Academic and Student Support, Social, and Co-Curricular.
- The goal of the Milestone Calendar switched the focus to how to best utilize the short summer of 2018, the Fall 2018, Spring 2019, Summer 2019 and the Winter break two week intersession.
- Members spent the duration of the meeting brainstorming by using sticky notes to post their ideas of activities to engage in during each of these break periods.
- Some of the ideas were:

**Spring 2018**
- Student Staff Training
- Student Staff Selection
- Commencement (Larger Than Usual)
- Orientation Staff
- Welcome Day
- Funding/ Staffing Extra Classes
- Program Orientation
- Program Admissions Program Recruitment

**Summer 2018** (7 Weeks)
- Orientation
- Key Major Classes
- Bridge Courses
- Faculty/Instructor Transition
- Summer Enrollment
- Financial Aid
- WST Boot Camps
- Q 25 For Students
- Graduation Plan
• Grad Student Orientation
• Early Retire/SABS
• Retreat/Activities
• Orientation

**Fall 2018**

- Bridge Courses
- Info Sessions on Working in Semester System
- Consider Stress Relief Programs @ week 9/10 Students, Faculty, Staff (LEEP)
- Orientation for Spring 2019?
- Faculty Recruitment

**Thanksgiving 2018**

- Housing Events
- Raw?
- Safety/Security
- Dining Shuttle

**Winter Break 2018** (Dec. 2018)

- Dining Shuttle

**Winter Intersession** (Jan 2019) (1/7/19 – 1/18/19)

- Career Course
- Special Programs/Trips
- Financial Aid
- WST Boot Camps

**Spring 2019** (1/22/19 - 5/18/19) (**Spring Break:** 4/1/19 – 4/5/19)

- Commencement

**Summer 2019** (6/3/19 – 8/3/19)

- Eval. of 2018/19 Plan 2019/20

5. **Discuss Items for Next Meeting**

- This was the last meeting for the Semester Conversion Co-Curricular and Student Support Subcommittee until Jan. 13, 2017.
- The Co-Curricular Task / Milestone Calendar brainstorming exercise will resume in January 2017.

6. **Meeting adjourned – 11:00am**