Meeting Notes – February 10, 2017 10:00AM to 11:00AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

| PRESENT | Lael Adediji, Diana Balgas (Co-chair), Linda Beebe, Katie Brown-via phone, Paul Carpenter, Sylvia Head, Mike Hedrick, Bill Irwin, Jennifer Nguyen, Eric Pinlac, Balaraman Rajan, John Wenzler, Dianne Rush Woods |
| ABSENT | Mark Almeida, Martin Castillo (Co-chair), Hendrix Erhahon, Marguerite Hinrichs, Lindsay McCrea, Jennifer Luna, Louis Ramos |
| GUESTS | |

AGENDA ITEM

1. Approval of Agenda and Minutes

- Diana Balgas proposed that the U-Hour discussion item be moved earlier in the agenda so she could give an update on the conversation and email exchange she had with Academic Senate Chair Mark Karplus regarding the three-year pilot assessment.
- Motion to approve the amended agenda for the February 10, 2017 meeting was accepted.
- Meeting time change due to conflict in co-chair Diana Balgas’ schedule 10:00am to 11:00am.
- The minutes from the meeting of January 13, 2017 were approved except for two sections for Mike Hedrick to review and edit, if needed.

2. University Hour Brainstorm – Balgas/All

- Diana Balgas reported that she was invited by Mark Karplus’ to attend the academic senate meeting on January 31, 2017. Mark shared his thoughts and his approach that this subcommittee may want to consider moving forward on, with the three-year assessment review. He provided two suggestions: 1) create a task force to assess the time module using no criteria right now, or 2) come up with initial criteria now so that when 2020 rolls in we have something to work with. Mark felt either approach could work and be presented to Ex Com, but he is open to other suggestions and ideas from the co-curricular subcommittee.
- Diana asked the subcommittee which of these options worked for them. Several of the committee members agreed with Eric Pinlac on setting some initial criteria to start with so that we'll know what we're going to be working toward.
- Concern was voiced over establishing initial criteria without knowing what it’s going to look like.
- The subcommittee brainstormed about their questions, concerns, and benefits of the U-Hour:
  - How do we frame University Hour?
  - General benefits of what U hour provides: building community, cross pollinating with staff, students, and faculty?
  - What are the steps we need to take for the outcomes?
  - Students have time to meet the faculty
  - Programming opportunities; one day oriented towards programming
  - Creating subcommittee within committees?
  - Kinds of programs that would be helpful
  - Tracking students coming to events during U hour. This is easier to track for the three-year assessment.
  - Mindful activities that leads to rewards, acknowledgment
  - Passbook program used as value added.
  - Surveys
  - Another platform, Grades first, SSC campus…Bay Advisor.
  - Cross campus task force, or a subcommittee with additional members.
- Mike thinks ExCom will recommend a task force across campus. Expecting a
3. Update from Director and Associate Director for Semester Conversion – McCrea/Hedrick

- Mike Hedrick reported that most of the work being done right now is the review of the GE curricular; CIC is almost done.
- The advising piece is moving forward and lots of training sessions with Michele Hingst are being held. Anyone can contact and meet with her for training.
- Student advising proposal to go forward for the six funded super advisors that will work for the biology, kinesiology, psychology, criminal justice, sociology, health science. Faculty super advisors will start this summer on a stipend. They will receive 4 WTU’s per quarter. Their charge is to collect data and provide feedback and assessment. These six represent a third of our majors.
- The Provost is thinking of adding more in subsequent years, and may increase the number of advisors moving forward. Once rolled out each department will identify a faculty member to assume that role and will start this summer.

4. Co-Curricular Milestone Calendar – Balgas/All

- Diana Balgas shared a spreadsheet prepared by Martín Castillo with the brainstorm ideas for the Milestone Calendar from the last two meetings. She informed the subcommittee members that today, they would brainstorm ideas for the Milestone Calendar from the last two meetings. She suggested using the spreadsheet to start the discussion about this in this afternoon’s steering committee meeting.
- Need some direction decided before spring, because work will be critical during 2017-18 academic year.
- Paul Carpenter felt the task force will be useful to formulate framework, but who will coordinate? Who will put calendar together, etc?
- The Campus Life Advisory Support Partners (CLASP) committee is working to create a task force now - mainly student affairs. They already have a calendar on signature events.
- Dianne Woods recommended that since these are different divisions, we need to go to the cabinet. There needs to be collaboration.
- Still confusion around how the U-hour will work, how it will be structured.
- Forces us to enforce organizational structure that we may not really need, due to this assessment.
- Must be in place in the spring. Early spring critical as to what next steps will be.
- Feels strongly that attendance should be the first thing in the assessment piece.
- Mike suggested developing of a university wide survey.
- Dianne Wood said questions can be added to campus climate survey
- Pre-survey can also be done.
- Pros and cons of survey return rates are sometimes dismal and very low, whether using Bay Sync or email, however Bay Sync is good because you can submit a survey and get feedback while things are still fresh in your mind.
- Have students complete surveys in their classrooms
- Diana suggested the subcommittee think about whether or not we want to create (1) another subcommittee, with members from this group, or, (2) does this committee want to take this charge on alone or (3) with members from other subcommittees?
- Suggestion: First event: U-Hour rollout
• Alternative deadline would be: Spring 2017 for review of proposals; end of fall for approvals
• 23 clusters in place right now covers all freshman coming in.
• Another consideration, campus impaction may be in effect for Fall 2018
• No orientation meeting yet.

5. Discuss Items for Next Meeting

• Continue flushing out the timeline
• Orientation
• Housing
• Changing hours
• Subcommittee charges – this will be discussed at the steering committee
• Martin and Diana will continue to talk with Mark on their collaboration of ideas expressed here today
• Assessment of U hour- parameters that we as a committee have in mind
• Question: Have any other campus assessed impact? San Marcos?
• ASI will update us next meeting on U hour assessment
• Dianne Woods announced that on February 19, 2017, it is the 75th anniversary of the executive order for internment for Japanese Americans. The Asian Pacific Islander Faculty and Staff Association is having a panel on February 20, 2017 and President Morishita will open it. The guests are survivors, folks whose parents were in internments, and, someone who worked on reparations, and a documentary. Linda Ivy and Kevin Katz, authors of a book on Japanese internment will also be presenting.
• Karen Korematsu (daughter of the late Fred T. Korematsu) will be coming to CSUEB during Asian Pacific American (APA) Heritage Month. Dianne wants to encourage folks to come out to some of these events and will be sending something out soon.

6. Meeting adjourned – 11:00 am