Meeting Notes – March 12, 2018 11:00AM to 12:00AM SF 329
Co-Curricular and Student Support Subcommittee of Semester Conversion

| PRESENT | Kenrick Ali, Mark Almeida, Diana Balgas (Co-chair), Linda Beebe, Paul Carpenter, Martin Castillo (Co-chair), Linda Dobb, Mike Hedrick, Bill Irwin, Jennifer Luna, Lindsay McCrea, Balaraman Rajan, Jeremy Wong |
| ABSENT | Lael Adediji, Katie Brown, Sylvia Head, Marguerite Hinrichs, Jennifer Nguyen, Tiffany Patterson (via zoom), Erik Pinalc, Samantha Quiambao, Cesar Segura, John Wenzler, Dianne Rush Woods |
| GUESTS | |
| MOTION TO APPROVE AGENDA & MINUTES | Agenda: Mark A/Bill I/Passed Minutes from 2-12-18: Jennifer L/Linda B/Passed |

1. Welcome and Intros
   - Martin welcomed the subcommittee members and went over the discussion points to be covered in the meeting.

2. Update from Director and Assoc Director for Semester Conversion – Hedrick/McCrea
   - Mike reported on the 3-9-18 Steering Committee:
     - An addendum was added to the Steering committee’s agenda to approve Brian Du, from the Marketing department to replace Cesar Maloles on the Semester Conversion Administrative Support Subcommittee. Motion was approved.
     - CFO Debbie Chaw presented the semester conversion budget actuals as of January 31, 2018.
   - Lindsay reported that the Chancellor’s office has concerns about our calendar, ie, start date this summer and when grades will be processed. They would like to see it posted for January 1 and January 8. Linda Dobb is working on it with them.
   - Banners are up and are beautiful. The quality is also very good. Lindsay is delivering two to Concord campus.
   - Banners are placed all around the loop of CSUEB.
   - Martin clarified the google calendar Welcome Convocation was originally scheduled for August 16, however that has changed to August 17 due to CO mandate that this is first day that faculty can officially report to work. Housing move-in and final orientation session are already on August 17 and cannot be changed at this late date.
   - August 8 new faculty orientation; this is earlier so that pay and benefits can start September 1, for them.
   - Grade change dates will have to be an academic senate decision.
   - There is concern that waiting until mid-January gives less time to speak with freshman students at risk.
   - No official intersession this first academic year.
   - CSUEB is not the only campus that will have grades due at end of year. People felt they needed more time after first of the year.
   - What is the difference from the timeline used during the academic quarter system? Mike stated that faculty are teaching more classes, more students to deal with. Too little time to get grades in. 4-4, vs 3-3; some even 5-4. Workload issue.

   - Kenrick reviewed the Evaluation form, explained the form process and received suggestions and feedback from the committee members.
• He explained that the idea for the form is that when folks want to submit an event they will go to this proposal form, staff will review and put it in official events area.
• All events will appear on main event calendar; as soon as attendee gets swiped, system sends attendee the evaluation form and reminds student to attend.

Questions on the form:
- Event name
- Explain rating 1-5
- Creativity
- Organization = well organized
- Relevant to prof development
- Was it Easy to understand
- Would you recommend
- Retention
- ILO question
- Comments

• Jenn suggested a question along the lines of a sense of belonging, ie. as a result of this event, how has your sense of belonging been impacted? On a Likert scale what is your sense of community engagement?
• -Retro post test
• Pioneer Pride question – ways to make really simple wording; does this capture a sense of belonging.
• How can we better phrase diversity and inclusion? - Do you feel welcomed?
• What about building it into Blackboard?
• Incentive: Kiosk, places around campus to have students fill out surveys
• Survey should have no more than six questions – students will stop filling out after a while if there are more than that.
• Event organizer should be able to add additional questions
• What are standard questions? Sense of belonging; UHour outcome; campus community; engagement, diversity and inclusion – two separate questions.
• Maybe assessment should not be captured thorough Bay Sync?
• What is difference between inclusion and belonging? Would the students know the difference?
• Should be the way the question is phrased.
• Event specific.
• Must come up with standard questions that are not be cumbersome. Getting away from measuring effectiveness of time module
• Will UHour be connected to 25 live?
• If we go through Bay Sync using the form, University rooms will be available and already reserved for UHour purposes; if they don’t want those rooms, they will have to book on their own through 25 live. Bay Sync will eliminate the work if they use UU rooms already reserved.
• Who gets priority? How does one go about requesting UHour activities?
• Martin answered: Don’t think we have the power to expand the one hour time frame.
• Assessment work group will meet again to address all of these questions.

4. U-Hour Assessment – J. Luna
• Discussed some of the questions asked for assessment.
  - Are you happy?
  - Did you feel time was beneficial?
• Must look at bigger picture. Bala drafted questions that were very helpful.
• Attending events, eating lunch, taking a break, going to library, visiting health services.
• Sending survey’s regularly may not get high return rate without incentive/perks to go with it.
• More success handing out paper evaluation, or have laptops set up.
• Talk about event specific survey.
• Are only events held in U union be considered a UHour event?
• Questions around community engagement, could be included in posttest.
• Functionality of Bay Sync – prefill time, date, to avoid error on attendee side.
• There is an issue with students and faculty filling out surveys. What incentive is there for students who actually use Bay Sync rather than people doing what they are going to do in-house?
• Committee agreed that programs happening outside U union during UHour should be considered UHour events.
• UHour events can happen in multiple locations. Space is blocked off ahead a time just so it is available for UHour events.
• What makes them officially UHour events?
• Easy to tap data that’s needed. Becomes a marketing situation for Kenrick and the Bay Sync people.
• What qualifies it to go in UHour portal and calendar?
• We can have evaluation form automatically sent out to students.
• Coordination subcommittee addressed that issue. Many informal events will happen and may not fall into UHour itself. In order to be deemed an official event it has to go through Bay Sync to be part of the assessment.
• Discussion on process of events that are considered to be an official UHour program that will assist in the assessment
• What else can Bay Sync measure?
• Captures Net ID, if you register and sign in your Net ID is captured. We can take that information and go to the data base to look at grades, teaching or other needed information. Bay Sync is the biggest demographic describer.
• Can we do something more than Bay Sync?
• What about swipes?
• Lot of depts. already use the Swipe system...Kenricks group has provided instructions on where to buy and how to use.
• Can this be made mandatory to swipe?
• UHour survey, biggest numbers came from faculty and staff; students were in favor those who responded, but most came from faculty and staff. This will require follow up and reminding to students; suggest having divisions and departments make UHour part of monthly meetings.
• What is the purpose of the UHour evaluation?
• Need to have different types of tools depending on type of event (Al Fresco, etc) – Did you go? Why? Could serve as pretest measure of UHour right now
• Did you get a chance to participate in UHour?
• What is overall purpose?
• Steering committee wants to know if this time module is really needed during that first three years.
• Did this term deliver using UHour?
• The mandate was to look at the whole time module in three years in order to have evidence; data and evidence have to show how UHour is contributing. Within that effectiveness, is it retaining students, retention, connecting to ILOs, etc.?
• Program may need to be reviewed by CAPRA
• ILO is from a loss perspective; not from formal ILO assessment. Co-curricular wasn’t meant to be as formal as that.
• Discussed admission form
• Lindsay mentioned that the Assessment group hasn’t had opportunity to review the document Bala drafted.
• Can we target the last session of the semester; push date up, send email to faculty to improve response rate?

5. Co-Curricular Task/Milestone Google Calendar – D. Balgas/M. Castillo

• Did not discuss

6. Discuss Items for Next Meeting

• Review this information at next meeting – April 9, 2018

Meeting Adjourned – 12:06