Meeting Notes – April 9, 2018 11:00AM to 12:00AM UU 102  
Co-Curricular and Student Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Lael Adediji, Kenrick Ali, Diana Balgas (Co-chair), Linda Beebe, Paul Carpenter, Martin Castillo (Co-chair), Linda Dobbs, Mike Hedrick, Jennifer Luna, Lindsay McCrea, Jennifer Nguyen, Erik Pinlac, Balaraman Rajan, John Wenzler</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Mark Almeida, Katie Brown, Sylvia Head, Marguerite Hinrichs, Bill Irwin, Tiffany Patterson (via zoom), Samantha Quiambao, Cesar Segura, Jeremy Wong, Dianne Rush Woods</td>
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<td>GUESTS</td>
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<td>MOTION TO APPROVE AGENDA &amp; MINUTES</td>
<td>Agenda: E. Pinlac/L. Beebe/Passed Minutes from 3-12-18: J. Luna/Linda B/Passed</td>
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1. Welcome and Intros

- Martin welcomed the subcommittee members and went over the discussion points informing the subcommittee that our focus today would be to assess University Hour, specifically the notes from Kenrick Ali and from Jennifer Luna and the assessment subgroup.

2. Update from Director and Assoc Director for Semester Conversion – Hedrick/McCrea

- Lindsay reported that a document/announcement from the Semester Conversion Administrative Support Subcommittee is being worked on now in conjunction with the registrar’s office, financial aid, advising, and other departments that will go to continuing students about things they need to know with the upcoming semester conversion, such as changes in transcripts, DAR, schedules, etc.
- It will be pushed out to students and others once it is complete.
- Anything the co-curricular subcommittee wants to add, feel free to send their information over to Lindsay.
- Martin reported student success group thought about doing something similar; Lindsay felt this information needed to come from Semester Conversion.
- Martin will make sure the student success group knows something is already being done so that they will not do the same thing and overlap.
- Mike informed the subcommittee that he had nothing particularly relevant to add to the meeting, except that things are winding down.
- He reported that we will be making the people soft switchover at the beginning of May.
- Paul reported that as of last Monday, the Chancellor office vetoed C-3: Physical and Creative expression. That area is now gone completely. The deadline to submit catalog changes was April 16.
- Mike explained that the Chancellor’s office ruled that C-3 area was not allowable. He was curious as to why the approval was not sought from the Chancellor office before we made the change and asked if it was necessary that those activity courses be GE?
- Martin asked if there was any idea if anyone was pushing to bring courses into another category.
- Linda Beebe reported that she talked to Karen and was told not to worry because this needed to go through the GE subcommittee for review. They will work with individual departments to see where these courses might go, however there is an issue with kinesiology courses because they have more depth.
- Martin asked if other colleges created a new category. Lindsay explained that this directive just came out this fall and thinks that those that went prior are under their
old course guidelines. She is not sure if other campuses changed their GE; they had to do some changes, but didn’t change their structure.

3. University Hour: U Hour Assessment – follow up items - J. Luna

- Jennifer reviewed the U-Hour survey questions drafted last week by the assessment sub committee. The group came up with event specific survey/outcomes; post- test that will be sent out after an event.
- Questions focused on a sense of belonging and diversity; they did not want to make survey too long but wanted questions to be tied in to intended outcomes
- Discussed having a Year-end survey based on whether you were a student, staff or faculty.
- Six questions, sent to everyone, based on demographics
- Eight questions correlated as to whether they were a staff, student or faculty member.
- Lindsay said they (assessment group) were trying to focus on group specific but as brief as possible but allowing as much feedback in answers.
  - Is question #1 redundant since it gets sent out through Bay Sync?
- Kenrick explained the importance of the two redundant questions.
- What are we trying to get from question 2 and 3 and how are they different?
  - Get rid of “time slot” in phrase.
  - Second question 3 and 4 should be given a scale for attending events: 0, 1, 2, 3 and 3+
  - Important to know if people think U-Hour should continue
  - ask the basic question as to whether or not U-hour should continue
- Martin asked if everyone is in agreement of the year end program.
- Program survey is whatever organizer has; the annual survey can be the revised version of the bay sync keeping in mind information we already have.
- Kenrick suggested adding an option for “comments” at the end of the year.
- Lindsay suggested having one more meeting of the assessment group to hopefully do a merge.
- Don’t think students understand what formal or informal is?
  - Have description on the top of the survey that defines formal or informal.
- Is everyone ok with sense of belonging; will that translate to students?
  - not sure if that one experience would give students a sense of belonging.
  - Discussed whether to use the word Eastbay, or using the entire CSUEB
- Discussed adding the word “increase”
  - Bala made suggestions regarding participation
  - Reiterated the need to keep survey simple.
- Be careful with the narrative; erroneous statement. As a university we are trying to be as un-biased as possible,
- Martin reminded the subcommittee that Jennifer sent the survey document out with the ability for everyone to use it and recommended if anyone had more thoughts and/or changes, to go ahead and add them to the document.

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

- The google calendar is still out there for people to access
- Pay attention as some folks are putting things on the calendar for us to see.
- On more final meeting in May.

6. Discuss Items for Next Meeting May 7, 2018 – UU-102

- Kenrick will send out Proposal form
- Programming committee is coming up with programs for the fall.
- Kenrick’s office is coordinating the Tuesday program
- Linda Dobb will have all of the information for the first semester along with who’s doing what.
- Kenrick will send out a link to say you need to register your event.
- Programming group have already scheduled at least two events every Thursday for each of the first three months.
- Kenrick has blocked all the rooms in the union; if you’re looking for rooms, they are none available.
- All you need to do is send Kenrick a list of your schedule and he will plug it in.
• Is it an approval process or logistic process? Kenrick replied that it is a little of both. If you submit you can be put on the U-Hour calendar, but there is a question that will ask you what space in the union the presenter would prefer.
• Kenrick will send out a proposal form and would like everyone to please submit a fake event on the form so that he can plug in to show you how it works.
• Review this information at next meeting – May 7, 2018