Meeting Notes – May 7, 2018 11:00AM to 12:00AM UU 102
Co-Curricular and Student Support Subcommittee of Semester Conversion

<table>
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<tr>
<th>PRESENT</th>
<th>Kenrick Ali, Diana Balgas (Co-chair), Paul Carpenter, Martin Castillo (Co-chair), Linda Dobb, Mike Hedrick, Marguerite Hinrichs, Jennifer Luna, Lindsay McCrea, Jennifer Nguyen, Erik Pinlac, Balaraman Rajan, John Wenzler</th>
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<td>ABSENT</td>
<td>Lael Adediji, Mark Almeida, Linda Beebe, Katie Brown, Sylvia Head, 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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| MOTION TO APPROVE AGENDA & MINUTES | Agenda: Mike H/Eric P/Passed
Minutes from 4-9-18: Marguerite H/Eric P/Passed |

1. Welcome and Intros
- Martin mentioned this is our last official meeting
- This meeting will be focused mainly on reviewing the Assessment survey

2. Update from Director and Assoc Director for Semester Conversion – Hedrick/McCrea
- The last Semester Conversion Steering Committee meeting was on May 5, 2018.
- Received an email from Glen that the People Soft conversion went well over the weekend. We are now in semesters and waiting for implementation for students in the fall.
- There was a small advising issue that is now being fixed.
- Provost and the President’s office planning a celebration for Semester Conversion slated for the late August, early September 2018

3. University Hour: U Hour Assessment – follow up items - J. Luna
- J. Luna reported that the assessment group met and integrated conversations from the co-curricular subcommittee into final.
- Pulled graduating students in to the union who didn’t know about UHour to get feedback about how questions on the survey were worded.
- Students preferred the Likert scale rather than Yes/No for questions one: Do you feel connected to the campus having participated in this event?

- UHour Outcomes:
  - Students had a lot of conversation on what is the purpose of the assessment?
  - How do they spend u-hour?
  - Are they in support of UHour?
  - Is it useful?
  - Jennifer explained that staff and faculty questions are similar except for question #3 based on populations.
  - Students said they wouldn’t read anything, but they would go through and answer the survey
  - Feedback from subcommittee members on the survey:
    - Paul -mentioned question 2 under staff survey
    - Eric suggested in the “All that apply” section, there should be an area they can input a comment
  - Jennifer N asked if we could define UHour
  - Jennifer N suggested under Academic support or Tutoring, adding, “How you spend your UHour?”
  - Jennifer L said students wanted incentives for filling out the survey, ie. parking permits, etc.
• Bala suggested removing the word, “faculty”, under the title “conduct faculty research, and just leave as “conduct research”

-Staff survey:
  • Jenn N. Staffing department office: concerned if students worked during those hours
  • Who is responsible for doing the assessment?
  • Institutional Research is very interested in gathering this data; but still not sure who will be responsible
  • Kenrick assumed his group would be responsible for doing the assessment initially, then call Institutional Research to dissect, however his concern is, is it once, or twice a year
  • Lindsay suggested Martin send to Ex Com another clear and concise memo.
  • Paul was confused about first check box under events.
  • Questions asked about U-Hour events for clarity
  • People may not understand right now, the difference between Tuesday and Thursday, but hopefully will gain clarity after a year or so.
  • Hoping to have actual titles of the events done, but did not get enough feedback; it would be nice to advertise formal u-hour events
  • Linda would like to make a poster that says: Events for “UHour”
  • Ali has marketing folks to create a calendar or poster to address specific UHour events.
  • Bala thinks the survey question, “Did not know what to do” should not be given to faculty and staff.
  • Jennifer L thinks for faculty and staff an option should be: “I did not participate in U-hour”.
  • For now, each survey is only three questions, other than demographic questions.
  • Jennifer L will make changes and send to the co-curricular subcommittee.
  • Lindsay reminded her that it should be done quickly so that Diana can send to the steering committee to get a response before she takes to ExCom
  • Jennifer N needs more clarity for staffing department office; feels that we should combine the two options together.
  • Paul’s concern is from an analysis perspective, there is no threshold; doesn’t tell us much about how UHour is being used.
  • Lindsay reminded everyone that if the survey provides useless information, it will be revised.
  • Jennifer L said the survey will be sent out at end of fall and end of spring.
  • Martin said to avoid survey fatigue, we should design a sample size to send out first.
  • Jennifer will send changes out for everyone to take one more look at it and Martin will send to Diana.

  • Linda D gave schedule of the events for UHour so far. She said John has been putting things out to get people to fill out for lecture series.
  • Dianne W is working on diversity part, etc. If folks know of other themed weeks, or months that are coming up let her know
  • Martin and Diana met with the CLAS group; mainly campus programmers and they were very appreciating of this as a structure.
  • Shelly Marshall, Kristopher Disharoon, Linda Klaus, etc. are running CLASP now…Linda will send to them also
  • Kenrick will update his spreadsheet and send to Linda D.
  • Linda D has been telling people that if they want to be a part of UHour programming they should contact Kenrick to reserve a room.
  • Pattern will eventually get established once this process has been used.
  • Will Biella room be available? Yes, just book through Cecilia for Library lecture series.
  • Kenrick will work on structure for programming and the assessment will be put in once we get that part in
  • Jennifer N was curious as to whether this committee will meet in the semester system? Martin said if interested parties want to continue meeting, they would consider since they need to continue looking at U-Hour.
- Paul’s understanding was a “task force” would be developed.
- Martin is hopeful we will hear whether or not co-curricular would do it.

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

- Milestone is still available online
- Martin thanked everyone and let them know he appreciated their commitment to the committee.
- Marguerite thanked Martin and Diana for keeping this transition to semester going.

**Meeting Adjourned – 12:06**