### Meeting Notes – May 8, 2017 11:00AM to 12:00AM SA 2200A

#### Co-Curricular and Student Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Kenrick Ali, Mark Almeida, Diana Balgas (Co-chair), Linda Beebe, Katie Brown, Paul Carpenter, Martin Castillo (Co-chair), Hendrix Erhahon, Sylvia Head, Mike Hedrick, Marguerite Hinrichs, Bill Irwin, Lindsay McCrea, Jennifer Nguyen, Jennifer Luna, Balaraman Rajan, John Wenzler</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Lael Adediji, Erik Pinlac, Louis Ramos, Dianne Rush Woods</td>
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<td>GUESTS</td>
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<td>MOTION TO APPROVE AGENDA &amp; MINUTES</td>
<td>Motion approved</td>
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#### 1. Update from Director and Associate Director for Semester Conversion – Hedrick/McCrea

- Mike reported on the May 24 meeting visitors from CSULA, Dr. McCurdy, Dept. of Chemistry, Dr. Cho, Dept. of Art, and Dr. Butler, Student Success and Advising. Lunch will be from 11:00am to 12:00pm in the Bayview Room and afterwards, a three to four hour informational and Q & A session with faculty and advisors.
- He and Lindsay are working on an agenda and a campus wide announcement to be sent out this week sometime. Lots of faculty and staff should be interested.
- There is likely to be a split session. Expecting large turn-out of advisors who will want to attend, so considering having a breakout room(s) for faculty and advisors separately.
- The suggestion from last meeting by Paul Carpenter to have a student involved came up. Hendrix Erhahon solicited feedback from the ASI members from CSULA and Bakersfield (see attachments to the minutes).
- Lindsay shared that San Bernardino will be sending a team of five people, mostly faculty and advising, but they will be funding their own travel, etc.
- Lindsay encouraged the co-curricular subcommittee members to reach out to their counterparts from the campuses about their first year with semester conversion.
- Martin commented that if opportunity arises in the future to have counterparts from other campuses who have gone through, or are going through semester conversion to come to CSUEB for an informational session, he and Diana would be interested in hosting something similar to the May 24 meeting.
- Lindsay suggested possibly having a virtual meeting in SA building with the three large screens for a possible information-sharing meeting. She thought that could be useful in the future.
- Lindsay reported that she is working on new website with Ruthie and is hoping to go live real soon.

#### 2. Subcommittee Charge: Review/modify/approve – Balgas/All

- Martin reminded subcommittee members of their promise to have their final charge modified and submitted at the steering committee meeting on Friday, May 12, 2017. Diana created a google doc specifically to allow for suggestions from subcommittee members.
- Martin also reminded subcommittee members that it was agreed to have final bullet point removed from the original charge dealing with PeopleSoft.
- Lindsay reminded the subcommittee that they should also consider their current membership. Does there need to be any additions, deletions?
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3. University Hour
- Martin asked the subcommittee members if Monday should be considered as a new meeting time. Lindsay and Mike will work out the dates for alternate Mondays.

4. Co-Curricular Task/Milestone Calendar - All
- Diana advised that the Google spreadsheet should be updated with any new items and items under consideration. Please ensure they are on entered on the correct timeline.
- Martin encouraged subcommittee members to focus in on the short summer (Summer 2018). May be stressful time period so wanted everyone to make sure to go in the Google spreadsheet and update.
- Diana commented that summer 2017 would need to be very focused as it is the last opportunity to get students who will be graduating before fall 2018.
- Will summer be on self-support for students? Mike H. replied, that it would be.
- Due to shortened summer in 2018, we will need to have some orientation sessions during 2018 spring quarter. We will need to work with campus partners to understand why we’re doing it so early and to get their support.
- Marguerite just hired a new orientation person, Justin Woodard who will be focusing on the shortened summer.
- Diana is piloting a Transfer Academy during break week (June 12 – 15, 2017).

5. Updates from Campuses – Structure and Programming
- Updates from counterparts on semester conversion.
- Hendrix reported on feedback from students at Bakersfield. Students were asked. See attachments.
- Question was asked how the students received these questions. Hendrix explained that the executive vice president gave the board questions to ask the students and they just recorded/wrote it out.
- Mike suggested reaching out to departments next year and asking faculty to talk more about the following year and how that course might be impacted by semester conversion. Have a conversation with their students.
- Suggestion was made to add these questions to the agenda for the May 24 meeting. Possible faculty development workshop next year on this topic.
Workshop could discuss talking points on how faculty can talk to their students about in their courses and how they will or can be affected by semester conversion
- Suggestion: An open forum
- Suggestion: adding information on the standard syllabus or Black Board
- Suggestion: Transition from 10 week to 15. Maybe workshops around time management
- Students want to hear about it face to face interaction
- Suggestion: placing flyers in faculty mailboxes before fall quarter starts.
- Lindsay mentioned having gone to new faculty orientation to give them opportunity to receive information on semester conversion.
- Suggestion: Put links on websites where we know students are drawn to.
- Marguerite Hinrichs suggested from a marketing perspective, one area lacking is social media. Feels a simple graphic in social media that departments can post at their leisure would go a long way. Many departments are very active on social media and it’s another way to get word out by being present on social media.
- Marguerite also informed the subcommittee that now text books can be tagged with important campus info.
- Question was raised regarding any resolution between faculty contracts. Mike said this is a question for Mark Karplus, the senate and people in CFA.

### 6. Discuss Items for Next Meeting

- First week of June next meeting – June 2. All schedules are ok

### 7. Meeting Adjourned – 12:00 pm
Semester Conversion Student Feedback – CSU Bakersfield

1. What are the top 3 – 5 things that they are hearing from students in regards to what they are enjoying about the semester calendar?
   - Students are enjoying shorter class sessions that allow them more time in the day.
   - Because students have more time in their day, they have enjoyed being able to participate in events that go on during the day that in the past they might not have been able to attend.
   - Students feel that they have more time to comprehend and understand the information they are learning in their classes.

2. What are the top 3 – 5 things that they are hearing from students in regards to information they wish they had prior to the conversion?
   - Students would have preferred to learn how their classes would be impacted by the conversion in regards to how often will their classes be offered. “Will this course be offered both semesters or will it only be offered during one semester?”
   - “How will this impact my graduation expectation date?” Students in specific majors have stated frustration over having to extend their graduation one semester due to their course only being offered once a year.
   - “What resources are available to me so that this conversion will be more manageable?” Students have also said that they wish there had been more done so that the conversion was easier on them and they were better prepared. Many students stated that it had an effect on their academic performance.
   - Wishing that Professors talked about it in class more.

3. What are the top 3 – 5 things that they are hearing from students in regards to what went well but still needs improvement?
   - In the first semester, students felt that most of their professors had adjusted well to the semester system however other students felt that some professors did not adjust the course work to reflect the change. Many students felt overwhelmed due to this.
   - Several students have emphasized the lack of support they felt from advisors who rushed them through the process of the conversion.
   - Support and resources throughout the semester being available to the students. As stated before, students were aware that there was assistance for anyone who might be struggling with the conversion however many stated that they had no idea where to go or who to talk to.
   - Advising not being so apparent to students that are struggling,

4. What are the top 3 – 5 things that they are hearing from students in regards to what they do not like and why do they not like them?
   - The slower pace; compared to the quarter system, the semester system seems to move at a slower pace making students feel as though they are taking longer to finish their classes and graduate.
   - The amount of classes that can be taken during the semester; students feel overwhelmed at the thought of taking more courses during each semester. They felt uneasy with the sudden change of course work. Before with the quarter system, students felt that their courses were more spread out and that they could easily manage it.
   - Some courses are only offered once a semester now; this issue has resulted in the delayed graduation of several students who would have graduated in time had CSUB stayed on the quarter system. Working to ensure that essential courses needed for students to graduate on time would help to alleviate this issue.
Semester Conversion Student Feedback from CSU LA

1. What are the top 3 – 5 things that they are hearing from students in regards to what they are enjoying about the semester calendar?
   - Students are enjoying more time to study for classes
   - Less stress because of less turnaround from exam to exam
   - Only have to worry about one set of classes from January-June (Spring semester) instead of two sets of classes (Winter quarter and Spring quarter)

2. What are the top 3 – 5 things that they are hearing from students in regards to information they wish they had prior to the conversion?
   - More time to prep for which classes will "transfer" over to semester calendar
   - How this will impact my graduation time (students may need an extra year to finish all classes)
   - Understanding the structure of a semester class (designed for 2 midterms throughout the year at CSULA)

3. What are the top 3 – 5 things that they are hearing from students in regards to what went well but still needs improvement?
   - More available times to meet with Academic advisors regarding any changes to classes in the semester calendar (15 min. same day appointment)
   - Some colleges gave more information about the semester conversion than other colleges, so ensuring all colleges give as much information possible to students sooner rather than later.
   - Helping students by having small events throughout the semester (giving away snacks to students)

4. What are the top 3 – 5 things that they are hearing from students in regards to what they do not like and why do they not like them?
   - Converting to semester catalog if they choose, especially to those who are Juniors and Seniors (because some classes they may have taken during their time in college may not count toward graduation)
   - Some professors don't spread out the workload from originally 10 weeks under the quarter system to 16 weeks under the semester system. They add more workload in the semester system, which is not the intended purpose of the semester system
   - Students don't like that they have to pay more at once (2 tuition payments instead of 3 tuition payments) because some students don't have the money to pay more at the beginning of the semester, because quarter system broke up tuition into 3 payments.