Meeting Notes – June 2, 2017 9:30AM to 11:00AM SA 4350
Co-Curricular and Student Support Subcommittee of Semester Conversion

PRESENT
Mark Almeida, Diana Balgas (Co-chair), Linda Beebe, Jaski Kohl (for Katie Brown), Martin Castillo (Co-chair), Bill Irwin, Lindsay McCrea, Erik Pinlac,

ABSENT
Lael Adediji, Kenrick Ali, Paul Carpenter, Hendrix Erhahon, Sylvia Head, Mike Hedrick, Marguerite Hinrichs, Jennifer Luna, Jennifer Nguyen, Balaraman Rajan, Louis Casillas Ramos, John Wenzler, Dianne Rush Woods

GUESTS

MOTION TO APPROVE AGENDA & MINUTES
Motion approved

1. Update from Director and Associate Director for Semester Conversion – Hedrick/McCrea

- Lindsay reported that there was some ongoing confusion around exam week in the two semesters, and how they were double bookings. This raised a question for CSUEB because on our website there are several places where exam information shows up with different dates. Not sure what other sites this information is on, but we’ll need to look into updating web redesign.
- Any consideration to propose that students can move at least one exam so they don’t have four exams in one day? Not sure who would be responsible for that policy but will speak with A. Schneider and bring up during Steering Committee meeting.
- CSULA Advising meeting representative indicated a higher number of W’s.
- Lindsay gave feedback on her thoughts of the CSULA meeting. She felt it was very good information.
- The open session was well attended, especially by advisors. She wished more faculty had attended.
- The sharing was good; it was truly an open forum. Getting different perspectives from the chair of art dept, chemistry, and student success and advising.
- Talked a lot about the exam issue, but overall, their first year was pretty ok.
- Some of the problems CSULA had, we’ve taken care of. They didn’t do as much testing as we did. We have caught things and fixed them based on some of their errors. Think we’re moving ahead in a good manner.
- Discussed the fatigue issue of getting use to the 15 weeks. Consistently reemphasized that the powers that be decided to do away with all of the IAP’s….that is something CSUEB will not do. IAP’s are an attempt to make a plan and receive guidance on making a plan. Proud of the work that everyone in this building has done.
- Will review the CSULA information and feedback at the SC Steering committee meeting and discuss what it mean to us at CSUEB.
- Lindsay just sent out advising tips for the summer to chairs. Faculty advising fellows have all been named. Begin 20 hrs of training this month with Larry/Maureen.
- Have space to accommodate 20 more people, so sessions may be opened to more people.
- Lindsay thanked Mark Almeida for his survey to SA departments. Information very useful to take to semester conversion communication subcommittee.
- Lindsay also reported that she took Marguerite Hinrichs up on her offer to develop a plan where her students will help us with the social media aspect to get the information about semester conversion out there. This is a more creative plan
and will be done by her students as a project. We will push the information and her students will format in the appropriate manner. Snippet videos to show students who’ve met their advisors, received IAP, etc. will speak on their experience.

- Big push is advising...Lucero is working on schedules and curriculum courses are continuing to get approved through APGS.
- 5 weeks in January, some, but not all will be teaching something in the intersession....we will see how many people will use it.

2. University Hour – Balgas/Castillo

- Martin informed the committee members that the work on U-Hour will begin this summer. Monday’s work better for these meetings.
- Potentially having a virtual summer meeting with counterparts from LA and Bakersfield, possibly using zoom, so they don’t have to necessarily travel but can talk to colleagues.
- Will U hour help our students beat the fatigue…mental break, etc.
- SF 329 will be good for virtual meetings.
- Meetings will focus on U hour and some on Milestone calendar. The dates will alternate from Communication and Director Planning meetings.

3. Co-Curricular Task/Milestone Calendar: Spring/Summer 2018– Balgas/Castillo

- This topic will be revisited over the summer

4. Google Spreadsheet Updates

- This topic will be revisited over the summer

5. Update from Campuses: Structure and Programming – All

- John Wenzler shared information from colleague at CSULA about curriculum. There is a greater demand for group study rooms for an unknown reason.
- What would have driven students to need more study rooms? More time to study; more assignments that require more group work; change in curriculum.
- Martin and John sit on core planning meeting for the new library; study room space will be good to bring up when planning space in library.
- Institutional learning; collaborative work space, more computer labs, proctor testing gets over booked routinely. The core should have more computer labs
- Strategies to work smarter, not harder for faculty and students. Hope there would be more time for feedback. Think student population will benefit from the collaborative exchange.
- Martin will forward John’s email to everyone.
- Reached out to UCLA athletics, have not received response yet.
- Reached out to ASI and for them it’s just adjusting calendar
- What will be our freshman population? Concerns about freshman going somewhere else besides CSUEB because of the new semester conversion.
- Most members not as concerned about that type of impact. Most California community colleges are semester based.
- Discussed impaction within campuses
- What’s the enrollment leading up to semester conversion?
- SFSU is accepting everybody because they were under enrolled. Lessened the criteria due to impaction. Will we still continue to recruit outside of our area? Yes

6. Discuss Items for Next Meeting – Balgas/Castillo

- Lindsay suggested to Diana that she look at listing of title for people who will serve on this committee to assure there is no duplication.
- Presented at academic senate last week about the change in our charge of incorporating U-hour.
- Linda Dobb would like to be part of this committee also because of her role with student success initiatives.

7. Meeting Adjourned – 10:17am