Meeting Notes – July 17, 2017 11:00AM to 12:00PM SF 0328
Co-Curricular and Student Support Subcommittee of Semester Conversion

| PRESENT | Kenrick Ali, Diana Balgas (Co-chair), Linda Beebe, Katie Brown, Paul Carpenter, Sylvia Head, Mike Hedrick, Marguerite Hinrichs, Bill Irwin, Jennifer Luna, Jennifer Nguyen, Joshua Peckham, Erik Pinlac, Dianne Rush Woods |
| ABSENT  | Lael Adediji, Mark Almeida, Martin Castillo (Co-chair), Lindsay McCrea, Tiffany Patterson, Samantha Quiambao, Balaraman Rajan, Cesar Segura, John Wenzler |
| GUESTS  | |

**MOTION TO APPROVE AGENDA & MINUTES** Motion approved

**1. Welcome and Introductions**

- Diana asked subcommittee members to introduce themselves. The subcommittee also welcomed Executive Vice President, ASI, Joshua Peckham as the newest member of the Semester Conversion Co-Curricular and Student Support Subcommittee.

**2. Review of Notes from July 3, 2017 Meeting**

- Diana asked Paul Carpenter to give the subcommittee a brief update on the July 3, 2017 meeting that she and several other committee members were unable to attend.
- Paul reported that the group came up with the idea of splitting the committee into three groups: Programming, Coordination, and Assessment. He mentioned that Linda Dobb was very involved in the programming group and had several ideas of what’s embedded in programming side of things in terms of time, ie. coordinating Tuesday/Thursday, using Tuesday for advising and Thursday for programming with the idea of building in some type of structure. He explained that Coordination was about who oversees the U-Hour? Who will be responsible for checks and balances? Do we need to have a person with the responsibility of checks and balances? Are there resources to do this, and if not, where would the resources come from?
- Committee members offered differences of opinion on who should oversee and be responsible for U-Hour:
  - One member’s opinion was that the responsibility should be a function of the institution for everyone to participate. Allowing U-Hour to just “exist”, students will show up; and, having multiple programs going on at the same time could work okay. Arizona State was used as an example of having something similar with multiple things/programs happening at the same time.
  - Members agreed, but felt there had to be some way to track and evaluate these programs. The assessment piece could not be finalized until there was some idea of what the coordination would be.
  - Assessment: Participant identification and tangible takeaways must be concrete; other thoughts: what happens with the Monday, Wednesday individuals; evening and online students, etc.?
- Reservable space on campus limited. Will people/departments compete for space? How to assess students enjoying “downtime” by not having class – self-wellness, relaxed lunch (without rushing), etc.
- Finding some way of branding, so people know what University Hour is and what it can accomplish.
- Limited space: recommended to touch basis with Lucero Wallace, who can let us know about the space issue; should be plenty of space available since no lecture classes will be scheduled.
3. Finalize University Hour Workgroups

- Committee members reviewed the work that was done at the July 3, 2017 meeting and finalized the group assignments.
  - U-Hour Coordination: Linda Beebe, Martin Castillo, Mike Hedrick, Bill Irwin, Jen Nguyen, Joshua Peckham, Erik Pinlac, Samantha Quiambao
  - U-Hour Assessment: Kenrick Ali, Diana Balgas, Katie Brown, Paul Carpenter, Jennifer Luna, Lindsay McCrea, Tiffany Patterson, Balaraman Rajan
  - U-Hour Programming: Mark Almeida, Linda Dobb, Sylvia Head, Marguerite Hinrichs, Samantha Quiambao, Cesar Segura, John Wenzler, Dianne Rush Woods

4. University Hour Workgroup Breakout

- Diana instructed each workgroup to break out in their assigned group with the goals of: 1) finding a time that works for them to begin meeting; 2) assign a lead person; and 3) to discuss how their assigned group should function and areas they should tackle over the summer.
- Committee members met in their respective groups for 25 minutes.

5. University Hour Workgroup Report Out

- Workgroups returned to general meeting after their breakout session to report out their next steps and results.
  - Assessment: Leader(s): Jennifer Luna and Katie Brown. Will begin meeting on off Mondays, 11-12 noon. They will reach out to folks around campus, and also with programming and coordination workgroups. Anticipating outcomes from assessment to look at U-hour longevity; how to disseminate evaluation; measure participants; how to meet benchmarks; graduation retention. Will consult with institutional research; possibly using BaySync to generate automatic email responses to participants; what to do with online students – record, archive or zoom opportunities. Per Marguerite, utilizing BaySync will allow groups to capture all attendance data.
  - Programming: Leader: Linda Dobb. Set up next meeting – Tuesday at 11:00 am; will invite My-Lan Huynh; get ahead of AY-18/19 by communicating on theme Thursday hours; dig deeply into what theme is for Thursdays; pilot to see if this will work. Linda reiterated idea of theme Thursdays, in no way precludes other activities.
  - Coordination: Leader: TBA. Will meet on off Mondays at 11:00 am. Will identify group leader next week; discussed formal vs. informal events; having more of a coordination of formal events; less coordination of student events; coordinate with programming; talked about who or what entities might oversee this. Felt there is a lot of usage between Student Affairs and Academic Affairs and this must be flushed out. Will pursue further in next meeting. Linda Beebe will find a room for this meeting.

6. Discuss Items for Next Meeting – Balgas/Castillo

- A suggestion was made to invite Senate Chair, Mark Karplus, to a future meeting to share thoughts and recommendations he’s considering on his end pertaining to the 3-year assessment plan.
- Updates from workgroups

7. Other

- Goal is to have draft of our plan by end of Fall 2017 to present to the Executive Committee (ExCom) of Academic Senate by Winter 2018

8. Meeting Adjourned – 12:07 pm