Meeting Notes – July 31, 2017 11:00am to 12:00:00am SF 328
Semester Conversion Co-Curricular and Student Support Subcommittee

PRESENT
Mark Almeida, Diana Balgas, Linda Beebe, Katie Brown, Paul Carpenter, Martin Castillo, Michael Hedrick, Marguerite Hinrichs, Bill Irwin, Jennifer Luna, Eric Pinlack, Samantha Quiambao, Balaraman Rajan (via phone), Diane Rush-Woods, Cesar Segull, Kenrick Ali, Linda Dobb

ABSENT
Lael Adediji, Sylvia Head, Lindsay McCrea, Jennifer Nguyen, Tiffany Patterson, John Wenzler

GUESTS
Linda Dobb

AGENDA
Approved

MINUTES
Approved

AGENDA ITEM

1. Welcome and Intros

• Martin introduced and welcomed the two new ASI subcommittee members
• Diana passed out the memo from the Executive Committee regarding the charge of the SC Co-Curricular and Student Support Subcommittee
• Katie passed draft copies to the subcommittee on her Programming workgroups feedback

2. University Hour Workgroup Report Out: Coordination/Assessment/Programming

U-HOUR COORDINATION:
• Martin reported on the U-Hour Coordination Workgroup’s feedback and recommendations from the meeting on July 28, 2017.

(See below)

Questions and Feedback for the Coordination Group:
• Is there a possibility of co-coordinating? If there isn’t ownership, there needs to be an advisory group working with primary person to ensure that divisions are recognized.
• Do all groups/subcommittees go away after Fall 2018? Mike H said so far there’s been no discussion about what happens in 2018 once we launch. This should be discussed with Provost, but is worth proposing that particular committees going forward remain, ie, Co-Curricular and possibly Faculty Development.
• Who will be responsible for the data collected?
• Office of Diversity has the past campus climate data that can be shared with the committee to see what the results were. Dianne will send this data to Kenrick Ali
• Diana B inquired about past results from The National Survey of Student Engagement (NSSE) – Linda Dobb says they will not be doing the NSSE this year.

U-HOUR ASSESSMENT:
• Katie B reported on the U-Hour Assessment Workgroup’s feedback from their meeting on July 24, 2017. The workgroup proposed to design assessment around the Programming content.

(See Below)

Questions and Feedback for the Assessment Group:
• Can we use data from campus Diversity Climate survey and the National Health
Assessment survey?
- Invited Jessica Weiss to get faculty input. She had good input on faculty perspectives and looking at ways the hour will be used. She is happy to attend another meeting if invited.
- Martin mentioned assessing wellness also...might be good to present to the academic senate as well.
- National Health Assessment survey can be used also to see what our campus said before and/or after U-hour.
- Internships: are there opportunities there for assessment? Do we have students learning to work with data? This may be something to consider.
- Linda D commented that she is hiring someone in the office that coordinates internships.
- Balaraman, via phone, recommended to add U-Hour related questions to the quarterly course evaluations on how U-Hour is being used
- A few subcommittee members commented that we only received 42% of the students online that completed the survey, however, Linda D felt the questions asked of students on these surveys were very good, and very revealing about their class experience.

**U-HOUR PROGRAMMING:**

(See below)

**Questions and Feedback for the Programming Group:**
- Possible to center theme on ILO’s?
- Emphasis on diversity ILO; expects programming on sustainability. Could suggest that departments in the first year do their programming under the larger ILO’s.
- Dianne is working with sustainability and community engagement: She can make sure we do address a couple of ILO’s
- What if we had programming and administration mixed together?
- Martin would recommend possibly (specifically financial aid) being able to set up group to have students come in during that one hour and meet. They're still looking at expanding their hours till 7:00pm.

**Suggestions:**
- Concurrent assessments,
- Faculty and staff’s use of the U-hour
- Employee Enrichment
- Have the diversity development series once a month: will start assessment now and following year will do some sort of match

**Question for Mike:**
- Do you see attendance at these events having some impact on RTP? (retention, tenure, and promotion). Mike’s first thought is no; but thinks there is a place for it.

### 3. Discuss Items for Next Meeting
- Programming work group can center on the RTP question
- Impact of the lunch hour and food service - Coordination: maybe food trucks,
- Having food available through their offices
- Tuesdays since no programming, can we promote the athletic events for this day, incentive of getting a point; gold star, etc.
- How many students will be taking labs?
1. **Coordinating Department**—the group discussed recommends that the University Unions be the designated department for coordinating logistics. UU will be asked to coordinate the back end of BaySync (creating programming forms, assessment forms, weekly or monthly calendars, etc.) The group did discuss splitting the responsibility with LEEP and CLASP; however, it made more sense to use both of those entities to help educate others about the U-Hour process instead.

2. **Formal vs. Informal**—the group recommends that we only coordinate the formal programming that is scheduled during University Hour. Informal programming may continue to occur during the designated times for U-Hour; however, those efforts will not be assessed and/or coordinated.

3. **BaySync Process**—the group recommends using BaySync for tracking and creating a timeline that strongly encourages that forms be submitted at least one month in advance with purpose, date, size, location and intended audience, set-up/clean-up needs, and resources (specifically for recording event for streaming, storing on website).

4. **Website Presence**—the group recommends creating a website (maybe on UU webpage). This will centralize marketing/information-sharing and allow for storing of recorded programming/events.

5. **UHour Logo**—the group recommends creating a recognizable logo to help identify U-Hour events which might help with gamification/recognition.

6. **Lunch Hour**—the group recommends making people aware of the potential conflict with lunch hour (office coverage, closing during lunch, etc.)

7. **Internships**—the group recommends exploring internship opportunities for class credit (HRT, etc.) or department experience (University Communications, etc.).

8. **Online students**—the group recommends a survey to online students (via Roger Wen?) to determine what online students want/need and whether offering streaming and/or recordings will meet those needs.

9. **Assessment**—the group recommends using past University assessment efforts (2016 campus climate, student satisfaction surveys, etc.) to set benchmark.

10. **Timing**—Classes before U-Hour end at 12:15pm and the classes after U-Hour begin at 1:15pm. The group recommends marketing U-Hour events from 12:15pm to 1:05pm to allow for travel to next class.
Present: Lead-Katie Brown, Kenrick Ali, Diana Balgas, Paul Carpenter, Lindsay McCrea, Balaraman Rajan (on phone)
Guest: Jessica Weiss
Not available: Jennifer Miranda

The workgroup proposed to design assessment around the Programming content. Programming committee could identify one or two outcomes (ILOs) of the University Hour event such as, community building, engagement activity, cultural, pedagogy, diversity, etc. (see: http://www.csueastbay.edu/about/institutional-effectiveness/educ-effectiveness/ilo/) with consumer overall satisfaction with university hour - using a dropdown menu.

In the meantime, discussed 1st, 2nd, and 3rd-year Assessment Plan:

- **1st Year - End of semester survey to general campus** – (Be aware of survey saturation)
  - Name of event
  - Student /Faculty /Staff ID
  - “How have you used this University Hour time?”
  - “Overall satisfaction with university hour”
  - Use drop down menu- options. Proposed 4-point Likert scale and open-ended comment/suggestion box
  - Work with Institutional Research to assess university hour programming to correlate the category of the event with freshman retention, GPA, etc.

- **2nd Year - Evaluating the event outcomes**
  - Programming committee could identify one or two outcomes (ILOs) of the university hour event using a dropdown menu

- **3rd Year - Rollout of new evaluation**
  - Faculty programming and coordinating-TBD

**Additional Ideas:**
- Formal vs. informal events and how to assess

**Questions:**
- If events are always on Tuesday and Thursday, how do we assess students /faculty with only Monday/Wednesday schedules?
- How do we assess wellness?
- Who will be appointed to manage the assessment of University Hour and update the questions?

**Tasks and Next Steps:**
- Contact Pomona and San Marcos to inquire if they assessed the university hour and how - Katie Brown (referred item to Jennifer)
- Kenrick- will create a demo of BaySync for next Assessment group
- Identify the lead in IR who is on committee to “clean up the data” with the Provost and get input on Assessment - Katie
- Invite Rafael Hernandez Academic Associate Provost, to demo of the BaySync meeting
- Invite James Hershey from IRADS?
In Attendance: Cesar & Samantha (ASI), Sylvia Head, Mark Almeida, Dianne Rush Woods, John Wenzler, My-Lan Huh (guest)

Group discussed the concept of having “open” University hour during Tuesdays and themed Thursdays. Most thought it was a good idea, each Thursday representing student success, community building and/or enrichment.

My-Lan, who coordinates CLASP (for university-wide events) discussed the work her group does to try and schedule things like Al Fresco, and other signature events. We asked My-Lan to join us for future meetings so that we could coordinate our first year under semesters.

Starting from the beginning, the group looked at the first week prior to classes when typically: new faculty have orientation (2 days), back to the bay occurs, and the President holds convocation.

Under semesters, this might look like this:
August 13 (Monday) new faculty orientation
August 14 (Tuesday) diversity training for new faculty
August 15 (Wednesday) back to the bay
August 16 (Thursday) convocation
August 17 (Friday) dept. meetings
August 18 (Saturday) move in
August 19 (Sunday)
August 20 (Monday first day of class)

Dianne said she would discuss opening week scenarios with the Cabinet.

Then we discussed the various themes for each month:
First Thursday: student programming
Second Thursday: departments, colleges, library programming
Third Thursday: Student Success, university-wide programs (Al Fresco, Job fairs, Grad Fair, etc.)
Fourth Thursday: Diversity and staff enrichment programming

This would not preclude others from doing other programming but might help ensure audience for scheduled events. Also, will help us evaluate effectiveness. We can look at attendance to events before the university hour (this year) and after (next year).

Other ideas: Have an Open House for All departments during the first Thursday for departments. Have a thank you and survival event the last planned Thursday of the semester (Dec. 6)

Add others to the team: Maureen S. (for first year programs), engage athletics in possibly having an event during a university hour. Have a faculty/student contest or quiz bowl, look for ways to engage the broader community and/or new transfer students. Involve DISC, look at Homecoming

Group will meet again on August 21...great ideas are perculating. Specific programming ideas discussed at next meeting.