### Meeting Notes – August 14, 2017 11:00AM to 12:00AM SF-0328
Co-Curricular and Student Support Subcommittee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Lael Adediji, Diana Balgas (Co-chair), Linda Beebe, Katie Brown, Paul Carpenter, Linda Dobb, Mike Hedrick, Lindsay McCrea, Jennifer Nguyen, Tiffany Patterson, Balaraman Rajan, Cesar Segull, Dianne Rush Woods</th>
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</thead>
<tbody>
<tr>
<td>ABSENT</td>
<td>Kenrick Ali, Mark Almeida, Martin Castillo (Co-chair), Sylvia Head, Marguerite Hinrichs, Bill Irwin, Jennifer Luna, Erik Pinlac, Samantha Quiambao, John Wenzler</td>
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<td>GUESTS</td>
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<td>MOTION TO APPROVE AGENDA &amp; MINUTES</td>
<td>July 31 minutes approved with modifications</td>
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### 1. Welcome and Intros

- Introduced Tiffany Patterson – ASI VP University Affairs
- Cesar Segura – ASI Director of Programming
- Modify July 31 meeting notes with Work Group notes separate

### 2. SC- University Hour Coordination Work Group report – Linda Bebee

- Linda B reported that there were only three members in attendance for the Semester Conversion U-Hour Coordination Work Group meeting.
- There were a few questions generated from the meeting:
  - 1) Who owns the U hour website?
  - 2) How does it work for storing events?
  - 3) Who will be doing captioning for video?
  - Is it one department or a group collaboration?
- Lindsay hopes that the Coordination group will discuss and come up with recommendation as to who will own the U-hour website.
- Group brainstormed as to whether there needs to be a website if the BaySync piece is well developed and you are able to integrate in to it.
- Could Bay Sync be accessed off campus? Can it be found quickly if needed? Or, is it better to have both the website and Bay Sync?
- Katie mentioned that Kenrick is doing a demo for assessment work group, but thinks it may be better to create for the entire group.
- Katie responded to Linda’s concern about captioning and informed her that anything over 5 minutes will go out to Auto Sync. They will just need to figure out how to bill for Auto Sync.
- Linda reported that she will reach out to San Marcos and Pomona to ask how they’re handling students who come over for food; what their structure is, and how is it impacting the Wellness Center, Tutoring and Advising Center.
- Discussed peak times
- Balaraman commented (via Zoom) that any data has to be backed with pointed comments and strong reasoning through feedback

### 3. SC University Hour Assessment Work Group report – Katie Brown

- Katie B reported that three people attended this Semester Conversion U-Hour Assessment Work Group meeting.
- Balaraman recommended organizing the ILO responses by category
- Balaraman also recommended that when we assess things like change in GPA, retention, etc. and associate the change with U-Hour, we need to be very careful because semester conversion and U-Hour has been launched at the same time. We need to be careful what we associate the change in retention (for example) with. Was it because of U-Hour or semester conversion? In other words, any data has to be backed up with pointed comments and strong reasoning through
 feedback.

- Jen N commented that she was interested in academic support problematic outcomes, engaging with resources; outcomes for faculty and students who are engaging as well.

(See PDF attachment 1)

4. SC University Hour Programming – Linda Dobb

- Linda D reported that her Programming Work Group will not meet again until August 21, 2017. She informed the subcommittee that her work group keeps expanding.
- Tuesday, August 15 an all day Campus Programming Summit will be held in the New UU. They will discuss how things are funded, food service, etc. My-Lan Huynh will be conducting that part of the program.
- Dianne W suggested looking at 25 Live and its functionality and how people get space during U hour.

5. Questions and Feedback -

- Diana B asked the subcommittee members the following questions:
  - What deliverables would the subcommittee like to receive from each of the work groups?”
  - What’s the consensus?
  - What are the recommendations that each group will put forth to the subcommittee?

The information will guide our work in the Fall as we prepare our subcommittee recommendation that will be presented to ExCom in Winter 2018.

- It was agreed that each of the work groups would provide a recommendation.
- Question: Are we going to talk about functionality, topics, how we’re going to assess? Any or all of those things can be presented to Ex Com.
- Lindsay M explained that the first year is about setting up U-Hour; getting assessment from people at the end of the academic year. Bottom line is it’s a one, two, or three step process.
- Lindsay M shared the following campus ILO’s - CSUEB graduates will be able to:
  - think critically and creatively and apply analytical and quantitative reasoning to address complex challenges and everyday problems;
  - communicate ideas, perspectives and values clearly and persuasively while listening openly to others;
  - apply knowledge of diversity and multicultural competencies to promote equity and social justice in our communities;
  - work collaboratively and respectfully as members and leaders of diverse teams and communities;
  - act responsibly and sustainably at local, national and global levels;
  - demonstrate expertise and integration of ideas, methods, theory and practice in a specialized discipline of study.

6. Discuss Items for Next Meeting

- Next meeting on August 28, 2017, Kenrick will have a demo for us to review.
- Thinking of changing date of Back to the Bay. In discussion right now.
- Work group: Tiffany Patterson the new ASI VP-University Affairs said that she will review the different groups and let Diana B know which one she would like to serve on.
- Lael Adediji will be added to Assessment Work Group.
- Tiffany informed the group that, if needed, she will reach out to San Marcos and other campuses through the California State Student Association.

7. Meeting Adjourned – 12:00 pm
University Hour Assessment Work Group Notes

8/7/17

Present: Lead- Katie Brown, Diana Balgas,
On Phone: Balaraman Rajan
Not available: Jennifer Miranda; Kenrick Ali; Paul Carpenter; Lindsay McCrea

Bala suggested using drop down menu for an evaluation question by ILO category.
-For example for the ILO category of wellness:
-How did you use university hour?
  A. Lunch
  B. Attended instructors’ office hours
  C. Went to student health or other wellness type appointment (i.e., dentist, mental health, physician)

Katie sent email to Linda Dobb re: Provost’s Data Clean up Committee

Next Tasks

Kenrick re: BaySync demo, sign up, invites for R. Hernandez, J. Hershey, etc., - Katie will follow up with Kenrick

IR- James Hershey- Katie will discuss collaboration with Assessment workgroup

Assessment group will review copies of results from existing campus surveys and note how often this data is collected (i.e. annually, every 5 years, etc.)

- Examples of existing campus surveys:
  o National College Health Survey – Jen will provide
  o Alcohol Edu- question re: what students are interested in for campus programing -Jen will provide
  o Campus Climate Survey- (Diana will reach out to Dianne Woods for copy)
  o Association of Higher Education and Disability Survey Access and AS student satisfaction survey – distributed every five years – Katie will provide
  o Others?