Meeting Notes – January 9, 2017 9:00am to 10:00am SF 329
Communication Subcommittee of Semester Conversion

PRESENT  Mark Almeida for Kenrick Ali, Jeff Bliss, Larry Bliss, Mike Hedrick, Lindsay McCrea, Glen Perry, Maureen Scharberg
ABSENT  Kenrick Ali
GUESTS  none

AGENDA ITEM

1 Updates - Lindsay McCrea - ALL

Lindsay opened the meeting by having Mark Almeida introduce himself. He was attending this week’s meeting for Kenrick Ali, the communications subcommittee’s newest member, representing student affairs.

Lindsay reported on five informational opportunities this week:

- 1/10/17: Prospective Student Services group to update them on Semester Conversion and the Student Advising needs for prospective students and efforts.

- 1/11/17: The Administrative Assistant breakfast although Lindsay and Mike cannot attend, they have created an update information sheet. Draft distributed to the CSC for feedback/additions/edits. Minor edits completed. Doc to be FWD by Lindsay to Linda Dobb for distribution.

- 1/13/17: Lindsay will also meet with the Student Ambassador program to bring them up to date on SC.

- 1/17/17: Speaking with FLC on tenure track and promotion. They have also asked for info on Semester Conversion.

- 2/10/17: Lindsay and Glen will attend and table the Northern Cal Community College intro session with semester conversion information to keep them informed also.

Lindsay informed the subcommittee that the University Newsletter goes out today. Waiting for President’s final message. She also informed the subcommittee that Glen was interviewed for brief article in the newsletter on where semester conversion is on the technical side.

Lindsay discussed the University Newsletter in coming months and is seeking input from other subcommittee members on future topics of interest. She asked Mike about possibly being interviewed and if he had a topic that he’d like to inform the university about?

Mike said the big issues are advising and workload for faculty. Although the Provost is starting to address this subject a little, it is the number one concern among faculty. He suggested talking to the Provost about it today for one of the future newsletters.

Another suggestion was the University Hour impact, how it might be used.

Lindsay suggested that perhaps the February newsletter can be about the University hour and scheduling, contacts Mike and Diana Balgas. And the March issue can maybe address...
the workload issue, if ready to discuss, contacts Mike and the Provost.

Lindsay asked how has other campuses that have gone through semester conversion approached the workload situation?

Mike said he wants to contact faculty from CSULA once their term ends and have workshops and roundtables and discuss information on lessons learned, etc...part of that can address the workload issue.

Lindsay suggested that the subcommittee think of who to approach, (faculty member maybe?) for the June newsletter.

Lindsay will provide topics and contacts to Natalie.

Feather banners: Larry reported that the Walk for banner placement on the Hayward campus had been put off, due to a conflict...will do this week. Lindsay will deliver 3 banners to Concord on 1/10/17. All banners are being stored in the University Union in the semester conversion office. The first banner to be installed is a generic advising message.

Lindsay asked about other products, such as the bookmarks, poster, etc. Larry still has draft and will send around for folks to look at. He will send today and wants everyone to get back with him with feedback. Poster is based on information guide created last fall. It’s all about what they need to be doing now that we’re getting closer to launch of semester conversion.

Maureen said she will have agenda for the Thursday Semester Conversion Academic Advising meeting. Discussed format change of these advisory meetings. The first one is on Thursday January 12.

Lindsay asked if Financial aid is going to conduct Financial Aid information sessions.

Maureen said second meeting on January 26, 2017 is an Open Advising meeting. Rhonda Johnson, Executive Director of Financial Aid will make a presentation. This meeting will go over graduation requirements, etc.

Larry mentioned that they don’t want faculty advisors to think they’re being asked to do all faculty advisor requirements, but want the advisors to have a working knowledge of what students need and to know that the Registrar’s office confirms degree.

There is another open meeting on February 23 to discuss Graduation Requirements; April 20 to discuss Semester Probation Policy (assuming that it passes Academic Senate); May 25 with Diego Navarro the Founder of “Academy for College Excellence” program at Cabrillo College and lastly, an open meeting on June 15 on “Looking Forward to AY 2017-18”

New Business

Mark Almeida reported for student affairs that they’ve continued with things that India Christman-Rodriguez implemented before she left. He said nothing new has transpired since then. The University Hour is still the point of conversation and thinks the newsletter idea about the University Hour is a good one. They are continuing to hand out flyers about semester conversion. And any advising opportunities gets published in all their offices.

Lindsay reported that University Hour implementation also came up at the semester conversion student support and co-curricular subcommittee meeting. They had many good ideas and are likely to develop a proposal with recommendations.

Glen reported that nothing new has come up except for the bolt on glitch which has now been fixed.

Lindsay, discussed how the advising piece at concord campus is being addressed? And what is their approach to advisement to health science students. They’re going from a complex scenario to a simpler scenario (???) , but crossover to the advisement piece is really key. Concerned of how concord is handling these students.

Glen’s main concern is that we are clear with concord about IAP being submitted and
approved.

Larry stated that they've hired one full time person that will do nothing but IAPs. But they only work with the GE part and will only do GE advising.

Lindsay heard from Jason Smith that his faculty are going to need to make arrangements to have either a physical or virtual presence at Concord for student advisement if they want things to go smoothly with students.

Marie the new semester conversion person hired to work on IAPs will work with Concord students on the GE side of the IAP, not the major side.

Jeff Bliss reported that he's still moving toward having individual pages on the University site updated to the new format. Training sessions have to be completed with IT first. But still looking for training to begin in March. The software has just signed off on Friday, now IT process begins to take over all the hard work.

Jeff said we should think about creating sub URL's to actually monitor to find out how many are actually using and taking advantage of the IAP. Jeff said Ruthie would be the person to speak to in regards to the website. He suggested having Ruthie create the URL or, he can do it out of his shop. Once URL is done a report can be generated. Can customize for needs. Jeff said statistics can be done by using Google analytics.

Mike had nothing to report from last month.