Meeting Notes – June 26, 2017 9:00 am to 10:00 am SF 329
Communication Subcommittee of Semester Conversion

| PRESENT | Lindsay McCrea, Maureen Scharberg, Larry Bliss |
| ABSENT  | Kendrick Ali, Jesse Cantley, Mike Hedrick, Glen Perry |
| GUESTS  |                                               |
| AGENDA  | Approved                                     |
| MINUTES | Approved                                     |

### AGENDA ITEM

#### 1 Updates

- Lindsay reported that we went live with new website last Thursday. She would like for subcommittee members to let her know if they encounter any links that may have been broken. She acknowledged Ruthy Stephen for being such a big help with the website.
- Lindsay reported for Jesse Cantley that IT is beginning migration of old webpages to new format. Training is available. She informed subcommittee members that any opportunity they have interacting with departments, to please alert them to this.
- Nursing staff will be going to training this week. Health Science launched new webpage already. She thinks it's better that departments do their own work so they can really do some cleaning up.
- Orientations are in full swing and have been going well.
- Lindsay reported that orientations at the Concord campus was a small group. Transfer orientation attendees had specific questions about programs, but the good news was that the programs in question were represented at the session so that people could have questions answered immediately about what to do with their program. She still has concerns about the disconnect between CSUEB and Concord.
- Maureen feels the students basically look at Concord as their "own" campus.
- Larry mentioned being part of a Task force about five years ago that worked on this disconnect issue. The task force did a lengthy report about this and high hopes, but after hiring provost after provost, all with full plates, it just hasn't caught their eye.
- Maureen thinks with semester conversion we might have a new and better opportunity. But still thinks it's about location, location, location.

#### 2. Faculty Information Guide

- Lindsay passed out a copy of the SC Information for Chairs 2017, that was sent to department chairs. Using that document a new Info doc for Faculty will be created for distribution early fall. She said, based information from the CSULA’s visit, faculty really need to be a resource for students in their current work about how this year will look differently once moved to semester conversion.
- Suggested talking points to familiarize yourself with new semester curriculum; where do courses you teach fit in; talk about it in class; and post on blackboard.
- Maureen said if classes are pre-requisites to another quarter class, they should say so on the syllabi.
- Do a crosswalk
- Larry thinks faculty need to start talking about how we have curriculum changes under semesters and that students should be aware of that. Faculty should let students know they will need to choose an option and here's why that is important. This is something that must talked about to students.
3. Plan for 2017-2018

- Plan is to have short communication meetings this year; 9:00am - 9:30am. Any ideas from subcommittee members, please send topic and details to the group to allow all time to review before the meeting.
- Lindsay asked if the subcommittee should continue to do what we’ve been doing? Maureen suggested that we continue to do crosswalk; making sure they have IAP; making sure they’re not worried about courses to take for the semester; and making sure bridge courses gap.
- Larry brought up his idea about finding something to give to students to validate the fact that they have completed their IAP; ie., sticker, semester conversion logo, etc. He’s not ready to ask for any money, but this is one of the ideas he has. His old business thing is that the signs are done.
- Larry brought in an example of one of the semester conversion signs. He also handed out examples of an idea that says one thing, and when turned around, it says something else. He’s thinking about going out with AACE.
- Lindsay will share this with the sponsors at 4 pm today to see what they think.
- Asked Larry to be responsible to make sure college advising had the hands outs also.
- Lindsay spoke with Marguerite Hinrichs who informed her that one of her student workers is reaching out to different organizations at CSUEB via social media.
- Larry suggested we offer $30 worth of pizza to any club or organization willing to invite an AACE peer advisor to a meeting to talk about semester conversion. He also suggested that his peer advisors could also talk about semester conversion at club and organization meetings.
- Maureen suggested an information sheet needs to be developed and posted to the page on Semester Conversion. She also mentioned Jesse’s idea to have a video done.