Meeting Notes – April 5, 2018 2:00pm-3:00pm – University Union 2002AB Semester Conversion Advising Subcommittee

PRESENT
Jennifer Aure, Larry Bliss, Angela Byrnes, Wendy Chen, Shannon Coskran, Michele Hingst, Silvina Ituarte, Sukari Ivester, Arnab Mukerjea, Diane Peterson, David Reed Carl Stempel, Erica Wildy, Denise Wong.

ABSENT
Lenae Crowder, Tyler Evans, Alta Fortenberry, Mike Hedrick, Mo Her, Murray Horne, Jaiman Khaira, Lindsay McCrea, Garrett Moriguchi, Karen Mucci, Karen Parada, Aaron Plack, Maureen Scharberg, Lan Wu, Vanessa Yingling

GUESTS

AGENDA

AGENDA ITEM
1. Welcome – Larry Bliss
   - Larry Bliss chaired the SCASC meeting in Maureen Scharberg’s absence today and gave brief introduction of meeting agenda.

2. Debriefing of Afternoon Academic Advising Event 3-17-18 - All
   - Larry opened the discussion by asking the subcommittee members to talk about what they felt the benefits of the advising event were; was it valuable? Should we do it again? Are there other topics we should cover?
   - Some of the advisor responses on the event were:
     -helpful, overwhelming, too much information
     -should be done another time to review and reiterate and hear questions from other people. One event won’t let you remember everything.
     -lot of things continuing to be updated with GE can be part of the topic
   - Larry explained to the subcommittee members that the Advising event was put together and people were invited to present topics. Should we open the next event up and give everyone an opportunity?
     -Yes, open it up to people who want to present or gather questions; get specific experts, like if something changes, or different platforms that are being used, etc…
   - We will try to do this close to end of spring quarter and will give folks a chance to submit questions or the opportunity to present
   - Anything else?
     -faculty advisors who don’t attend as many functions, it helps to hear information repeatedly; sometimes discrepancies can be spotted more.

3. General Discussion on Advising issues and concerns for Spring 2018 - All
   - 136 days away from semesters; we think the closer we get to day 0 the more questions and panic we will see from students. What can we do to help you (Advisors) as we move through spring quarter and start dealing more with panic questions?
     -Health sciences: students don’t know anything much about catalog year. They have no clue. There are two catalogs for GE and major. How can we implement a series of town hall meetings, starting from basics, i.e. “this is what it is”, instead of doing things on a one by one basis. Is there a possible way where students can come to some mandated meeting? Too many human hours from advisors; we need a public forum. Individualized is too much.
     -Registrar’s office has general open assembly for students to learn everything for grad process; so maybe two or three of those “town hall meetings” for students who will be with us for semesters
     -Diane: Love the town hall idea. When things are explained, like the difference between two GE patterns, students are still confused. A town hall, where they all get the same message, and hear each other’s questions, could be great.
     -Not panicked, feel students have been well-informed
   - Larry - So students don’t know what they don’t know.
     -thinks it’s a process for students; students are now starting to question
• Is it reasonable for us to put together two or three town hall meetings for once a week for the first few weeks of May?
• How do we get students to show up?
  - Go to Housing
  - Once you have first town hall, the next one will be much better.
  - May want to target people. The first one may be sparse, but will be fine afterwards
• Larry- We will probably reach out to most of the advisors to be involved
  - Is there a master for what to know about summer?
• Health science is doing two four-week sessions; precludes them from taking anything else.
  - It would help to know if people have to make a choice between 7 week and 4 week. Can this info be compiled?
• Larry’s understanding was that we would have that by now, but departments have not solidified what they’re going to do in the summer. We will get something available and out there as quickly as possible and make sure you all get it.
• Do we use Bay advisor to track folks?
• Discussed issues and confusion with C3
  - Larry - CI and C2 are arts and humanities; created a C3 for activity related courses.
  - Chancellor’s office notified Provost that all CSU campuses will have GE that looks the same, so we can’t just add that; so C3 no longer exist.
• Plan now is to go to all departments that have all courses approved as C3 and ask them what they’d like to do with that course. But, information in catalog will have to change.
  - Advice - whatever you do when you talk to a student, add a note in Bay Advisor
  - Is there a drop-dead date?
• No, it is still fluid…GE subcommittee is still meeting and approving courses for the new GE.
• Larry thinks, as an institution, we will be more forgiving for what we, as advisors have told students. If student took wrong courses, too many classes, there are notes that we/advisors have put in Bay Advisor. There is no university policy however, to clarify this.
• What did Cal State LA do to follow up with their transition?
• They seemed to have a well-organized summer session; they blanketed campus with postcards about it and built in financial aid for students for the summer.
• Mitch and Maureen reached out to department chairs about what they are doing for the summer, but most wrote back and said they needed a break and were not going to offer summer courses.
• Is it too late to get any financial aid for the summer? Larry does not know at this point.
  - There’s been a breakdown in communication. Advisors have been waiting and want to help students, but there is a breakdown somewhere.
• Larry will talk to Maureen about possibility of finding financial aid for students for the summer.

4. Other Topics - All

• May is advising month. We have already ordered 5,000 fortune cookies with things like “May is advising month”, “See your advisors” “Do you know when you’re graduating”.
• You will see the fortune cookies in buckets around campus and containers will be distributed to college advising centers, library and SCAA, cashier, etc.
• We will work on setting up town hall meetings
  - Will most major departments have academic calendars? There will be annual class schedules, but we don’t get budgeted until fall
  - Equivalency classes with pre-reqs are enforced; Health Sciences classes are auto-enforced
• Must get students to read the catalog.
• Educate students to plan, plan, and plan on semesters.
  - Is there a way to get students the full view when they hit the select button? Or maybe a pop up?
• Wendy suggested a screen shot and send to Manuel Saldanha to see if this can be possible.
- Do we want to invite Manuel Saldanha to come to next meeting to talk about what is and isn’t possible with the buttons?
- Because of conflicts with other meetings, the last three meetings of this year are being changed. We will make sure everyone knows about the changes.

5. Meetings for Spring 2018 Quarter and Fall 2018

- Some meetings will be rescheduled – still working on spring 2018 schedule and will send as soon as it is ready.
- This committee will be transformed to the Advising Council – more later near the end of Spring 2018 Quarter

Meeting Adjourned 3:00pm