## Meeting Notes – September 28, 2017, 2:00pm-3:00pm – University Union 2002AB

### Semester Conversion Advising Subcommittee

**PRESENT**

| Joanna Cady Aguilar, Jennifer Aure, Larry Bliss, Wendy Chen, Shannon Coskran, Tyler Evans, Mo Her, Michele Hingst, Murray Horne, Silvina Ituarte, Garrett Moriguchi, Aaron Plack, David Reed, Maureen Scharberg, Erica Wildy, Denise Wong, Vanessa Yingling |

**ABSENT**

| Elizabeth Bergman, Lenae Crowder, Hendrix Erahan, Alta Fortenberry, Mike Hedrick, Sukari Ivester, Jaiman Khaira, Zanea McClain, Lindsay McCrea, Arnab Mukerjea, Karen Mucci, Karen Parada, Diane Peterson, Carl Stempel, Lan Wu |

**GUESTS**

**AGENDA**

Approved

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### 1. Welcome and Introductions – Maureen Scharberg

- Maureen opened the meeting by welcoming members back after the summer break and having everyone re-introduce themselves to the other committee members.
- Gave handouts from academic integrity to promote Academic Excellence Week October 9-12, 2017.
- Maureen is now Dean of Academic Programs and Services. Now responsible for Undergraduate Studies and APGS which have been merged into this new unit.

### 2. Faculty Advising Fellows – Brief summer advising experience feedback

- Maureen informed the subcommittee that on September 29 there will be a webcast about Executive Orders 1100 and 1110 by the Chancellor’s office. This webcast will be from 2-4:00pm in VBT 124.

**Faculty Fellows feedback**

- Vanessa Yingling – kinesiology: Great advisors, grad programs. They are a great resource and would like to figure out how to interface with them. Interesting cases and students are really interesting. People in panic mode, taking on too much, trying to balance. How could she make impact on high performing seniors? How can she get them the information so that they don’t fall into the confusion?
- Criminal justice - Really helpful after summer training incorporating Bay Advisor with the DAR; allows them to advise students much better. Little things that couldn’t be captured with just the DAR are now much easier; conversations much better as a result of the DAR and bay advisor.
- Psychology - Has focused on advising to students through proactively contacting them through their Horizon email. He has created lists of concerned students that include 5th year students from AACE, high concern seniors, super seniors, and probationary students. He has had a high response rate thus far. He was concerned with confidentiality. Not sure if allowed to discuss things using certain technology like skype, telephone, zoom, or in person. Maureen suggested asking them to show their student ID before starting a conversation.
- Biological Sciences - Supported by student services and college of science. Working with Denise Wong who is on top in terms of reaching out to folks who could graduate this year. Denise has been contacting Erica and new chair Brian Perry. Assisted with advising presentation with transfer students. There was a little delay with Erica’s role doing summer research and didn’t want to disturb the new chair.
- Doing clarification of roles, firming up informal advising, set up informal situation where teams were created to go to people with semester conversion questions, general option questions. This was brought to faculty who weren't clear on their role. Lot of clarification and lot of confusion but firming confusion up.

### 3. Wendy Chen – Updates on Semester DAR and IAP
• Wendy gave brief update on IAP and DAR.
  • Course attribute search for semester courses are now available.
  • Update: minimum passing grade of D or higher before course will fall off from IAP course will not drop off until they receive a passing grade.
  • Couple of fixes: notes and comments from students, those have been fixed. Still running into one or two students who have not had enrollment activity. They are aware of that fix and working on it.
  • IAP external link that can go to advisor was extended by adding additional requirements up through spring semester 2021.
  • Advisor planner: worksheet where you can type in course. Two different routes to enter IAP.
  • Any trainings with students to use the IAP, easier if they’ve at least attempted.
  • Maureen said yes, on the semester conversion website.
  • Two guides: one for advisor, one for students
  • Anymore training: Yes, Fall 2017 training dates will be sent out through the Advising list-serve.
  • Semester guide still in process of meeting with major department. Reviewing for online catalog. Building requirements into the semester.
  • Trying to incorporate as much information as possible so they can enter in their DAR.
  • GE latest exec1100 making adjustments…next open session Wendy will show what semester GE looks like
  • DAR based on catalogue year…can change to grad year, entry term, etc.
  • Send request to registrar@csueastbay.edu…but believe there will be a form available for students.
  • Online form – will require student signature….will go to registers office and records staff will implement. If anyone interested in PDF, let Garrett know.
  • Is there a “what if”? Yes, this was released when IAP was released. Requires advisors to take correct requirement term….only available through advisor side. That will show academic objective.
  • Still working on GE and semester major, the “what if” is not available yet…but for quarter units it is.

4. Manuel Saldanha – Course guide conversion

• Manuel went over the Course conversion guide - a crosswalk of what semester looks like vs quarter. Allows you to do very simple searches. For quarter only courses being continued it will tell you: quarter only one to one means they didn’t transform the course; semester only, means brand new to semester.
• Important for the multiple is the comment area. Some notes will indicate actual equivalency that may include multiple courses. Good to pay attention to that section.
• Not complete, still reviewing the equivalences. Will grant access, but realize it could change.
• If there is typo mistake, Manuel will fix, however, if there is an actual change, it should go through Mitch.
• This will be ready whenever we’re finished with equivalency test…plan is to release to advisors and faculty – students will be later
• If Manuel can release now, then Maureen will send announcement through the advising list serve.
• Has stamp when updated.
• Larry thinks it’s a good idea for Manuel to come back and show to larger meeting before you releasing to faculty.
• Maureen will work with Wendy to create a user guide.

5. Communications Strategies – Maureen Scharberg

• Exec orders: 1100 and 1110 – would like some communication strategies to help reach students…how can we get messages out so students will be aware.
• Maureen wants students to digest this information, ie., the probation policy – this is changing drastically. Thinking of messaging students to help them figure this out.
• Ideas:
  -Use the messaging module with an infographic
- Set up shell for Blackboard where students have access to.
- Chico State, has little portal, where students have to go through before they can access additional information.
- Brief activity to make sure students got it
- Maybe have students play some sort of game

- Maureen gave a brief PowerPoint presentation on some of the changes in Executive Orders 1100 and 1110.

Next meeting will be devoted to discussing these Executive Orders.

**Fall Quarter Meetings:**
- Subcommittee meetings (all in UU-2002AB)
- Oct 12
- Nov 11
- Advising Community Meetings (all in UU 102)
- Oct. 26 – Semester DAR with Wendy Chen
- Nov. 30 – Bay Advisor updates with David Reed