Meeting Notes – January 12, 2018 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Andrew Carlos, Linda Dobb, Julie Glass, Mike Hedrick, Jacob Hornsby, Mark Karplus, Lindsay McCrea, Joshua Peckham, Glen Perry, Veronica Salvador, Maureen Scharberg, Jason Smith, Jiannan Wang

ABSENT
Jesse Cantley, Paul Carpenter, Martin Castillo, Vicki Cosgrove, Caron Inouye, Xianjian Lu, Michael McKeon, Samantha Quiambao, Gwyan Rhabyt, Angela Schneider, Dianne Rush Woods

GUESTS
Joey Harpst, Mitch Watnik

AGENDA ITEM

1. Approval of Agenda and Minutes
   - Agenda M/S/A – Lindsey and Diana, Approved
   - Minutes M/S/A – No Minutes, December meeting will be posted soon

2. ERPa Report
   - Slide Presentation by Guest: Joey Harpst
   - 90% of the courses entered into the PS catalog.
   - Integration and acceptance test – all code is completed, ready to convert for the 3rd week of April.
   - Curriculum validation to test to make sure things are working as expected.
   - Remediation was not completed but plan to continue and test.
   - Transcripts will continue to be tested and validated.
   - Upcoming mock cutover for IT to understand the steps.
   - Having difficulty and issues with transition students with the COBOL program. All customizations are happening at the summary level. Additional customization that mimics COBOL to convert information between quarter and semester units as well as fulfilling the requirements for advising.
   - Examples of Post-Conversion Sample Transcripts provided
   - Used GPA as a litmus to validate the match, using numbers past four decimal placements to resolve rounding errors.
   - Post-conversion consulting support: 2050 hours under-budget as well as dollars in the budget, any surplus will convert to consulting support going forward beyond completion, not to exceed. Available remotely while they work in San Bernardino.
   - Records support will conclude May 2018. Financial Aid and Student Financials will continue into June 2018. Financial Aid and Admissions are technically already in production.

   - J.Smith & M.Watnik - Student can technically select a catalog but students should see an advisor prior. Form signed from the Records office. Viewed as a DAR issue, Title 5 states that you have catalog rights. What Ifs will exist in DAR when the Semester Catalog is finalized. Change of major would lock you out of the major catalog during your entry into the institution.

4. Report of Subcommittees

Report of the Subcommittees
   - Administrative Support: good status, semester conversion promotion continues, countdown clock is a great reminder but students will begin interacting with semesters as early as May, need to push advising.
- **Co-Curricular Support:** U-Hour memo (below)

- **Communication:** Banners will be going up to go to AACE and major advisors, spotlights in the changes in student policies i.e. probation status, few student information sessions but will be present at Welcome Day, etc. Semester countdown timer now on CSUEB home page. Presence will taper off and stop in June – not present in Fall for incoming orientation.

- **Faculty Development:** 5 workshops and broadcasted Zoom via SC and FD websites. Using an SC certificate to encourage participation. SC cheat sheet in development for faculty. Brainstorming Spring workshops and Summer boot-camps. Uploading previous material from workshops online to be available as a repository.

- **Student Advising:** Would like to see a mock-up of the semester transcript by the next meeting. Transfer credit posting, seeing issues with timeliness and errors. Kyle Burch and David Reed will be presenting about articulation and campaigning for advisors at the next meeting. Financial Aid distribution has been delayed but significantly less than previous terms. New technology is coming to assist the FA team, students responded positively to the book voucher.

- **Report of APS:** Most of the programs have been approved by the CO except for MA in Reading, 2700 courses have been approved in PS. Interdisciplinary Studies was forgotten but handles. Approximately 70 or so GE courses in the pipeline.

### 5. Report of Senate and Student Committees

- **ASI:** Not present

- **CAPR:** No update

- **CIC:** Approved restructuring of UHP, GE endorsement of Math quantitative reasoning standards, new internship, not affecting Semester Conversion – awaiting Senate.

- **COBRA:** Mangold requesting update and a report could be given. AA-side is on or slightly below budget.

- **Ex-Com:** No report

- **FAC:** Finalize office hour policy – keep title as office hours inside the document. RTP subcommittee continues.

- **FDEC:** DACA repeal, March 5th is deadline. El Salvador protection repeal also addressed. Week of Inclusive Excellence, University Hour. In Fall there was a course identifying students of vulnerable status being published and exposed without consent.

- **GE:** A lot of changes due to EOs and awaiting a potential charge. 12th annual major exploration workshop (freshman attendance required) starting in January.

### 6. Old Business: U Hour Recommendations Memo

- Review of Memo Draft by Balgas:
  - The first Draft was introduced in December to improve the memo. Not all members present, revised to bring back to SCSC to recommend to ExCom by the end of January.
  - There are recommendations to:
    - Supporting overall student success, improve campus climate, community engagement, foster diversity and inclusion, increase
retention (see memo draft).
- Tuesdays (open hour), Thursdays (formal programming), pre-
determined themes by week: student, dept/library, university-wide,
diversity and enrichment.
- Utilize BaySync for scheduling, tracking, and assessment.
- Recruit CCSS subcommittee members to serve as an advisory group in
1st year of Semesters.
- Assessment via BaySync, formal program assessment, focus groups,
assign resources for assessment processes, individual unit reports
during U-hour.
  - Feedback on assessment to be more specific with who and what. Emphasis on
data collection. Recommendations on the clarity of the process as well as what
is or is not appropriate/allowed (i.e. office hours or department meetings are
allowed, not courses). Academic programming is usually synchronized with the
timing within the term. Concern to how clearly outcomes are measured, how to
show correlation with student success/retention. U-hour is trying to accomplish
broader goals, platform to advertise and capture analytics of participation
through BaySync and IRADs (using baseline data).
  - Approve with minor edits: M/S/A – Glass and Carlos

7. Adjournment

| Adjourned 1:32 |