Meeting Notes – November 3, 2017 Noon to 2 PM SF-127
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Mike Hedrick, Lindsay McCrea, Michael McKeon, Glen Perry, Veronica Salvador, Angela Schneider, Gwyan Rhabyt, Jiannan Wang (FAC)

ABSENT
Jesse Cantly, Martin Castillo, Paul Carpenter, Vicki Cosgrove, Linda Dobb, Julie Glass Jacob Hornsby, Caron Inouye, Mark Karplus, Xianjian Lu, Joshua Peckham, Samantha Quiambao, Maureen Scharberg, Jason Smith, Dianne Rush Woods

GUESTS
VP Administration and Finance-Debbie Chaw, Provost Ed Inch, Mitch Watnik

AGENDA MINUTES
- Motion to approve Balgas/Rhabyt/Passed.

1. Report of the Directors – Hedrick/McCrea
- Provost Inch and VP Administration and Finance, Debbie Chaw and Mitch Watnik were guest at today’s Steering committee meeting.
- Provost Inch welcomed the steering committee members and opened the meeting with a brief introduction and thank you to Co Chair’s Mike Hedrick and Lindsay McCrea and all of the members serving on each of the subcommittees for their dedication, commitment and hard work to the semester conversion project.
- Mike mentioned the ASCSC document to be discussed later on the agenda. But let everyone know that he and Angela Schneider modified it so it could be moved forward to CIC.
- Mike was asked to provide an update on semester conversion activities on Nov. 17. He’s received information and material from Diana Balgas about U-hour; Glen Perry has shared information on the Administrative Support activities and Maureen Scharberg has shared Advising activities information. He will get together with Lindsay to combine all of the information and develop a report.

2. Report of the Subcommittees - All
- Admin Support:
  - Glen reported that the status of the project is now Green. Tech resources are diligently working to make assure we stay true to the pledge that no students units or gpa will change.
  - One of the primary concerns is the status of the degree audit reports. The team has completely built 33+ programs and are waiting for final approval. Others are in review by department. Those departments that are taking longer, are being reminded to complete the process so that we can meet the production cycle.
  - Cross walk courses are on line for advisors to see on People soft. Not on line for students yet. This is a work in progress.
  - Transfer credit at about 70% complete; prereqs are about 33% complete; all other areas look good. Consultants reports are all good, no issues or problems and they will be wrapping up the major portion in mid-November. By end of year a lot of continuation work will be done.
  - Glen reminded the steering committee members to remember to wear their semester conversion pins proudly to remind the campus that this is the year of semester conversion. He will bring more pins to next senate meeting to make sure they wear them. Advertising and promotion.

- Co-Curricular Support:
  - Diana reported that the SCCCSS subcommittee met on Monday and reviewed the U-Hour update presentation. She is scheduled to update ExCom Tuesday to provide them with the recommendations and next steps.
  - Martin and Diana met twice with Julie Stein and Jodie Servatius. She is working with them on University outcomes. Hoping to have target date at the January, 18 steering committee meeting for formal recommendation
  - Lindsay added that in her faculty meeting they asked specific questions about U-
Hour. She thinks that as people begin to look at their programs they will want more information.

-Communication:
  - Lindsay reported that they are just about ready for last orientation of students who will be coming to campus as transfer students.
  - Preparing info piece for transfer students who are considering coming next year to be sent to our community colleges collaborates to help students know what they should be doing to best prepare themselves for the new programs here.
  - Today at 4:00pm should submit completed resource hunt by freshman students. They’ve been visiting different sites, college office, advising centers, library. We will see how many actually participated and will know more next week.

-Faculty Development:
  - Not Present

-Student Advising:
  - No Report

-Report of the APS
  - Will change APGS to APS. Catalog has been published. We are now working on courses to come in.
  - Informed CIC that we are willing to accept new courses until Dec. 15. We want all GE approvals by Feb. 15, so they can be documented and put in catalog. Little bit of moving deadline back to give faculty flexibility
  - Mitch working on roadmaps. The goal is to create APS website with roadmaps with all degree programs at the university in a standard format, little more continuity.

3. Report of the Senate and Student Committees:

ASI – Not Present
CAPR – Not Present
CIC –
  - They’ve only had one meeting since last steering committee. Passed language for California promise. Continuing trickle of more programs modifying to allow for hybrid or on line that will give us more flexibility as we go to semesters.
  - Passed policy on grade forgiveness for transition between quarter and semester.
  - Foreseen issue with students taking more finals in one day. Came up with policy of allowing students to appeal to the dean of APS for moving one or more finals to get down to less than three in a day,
  - Mike commented on impact this might have on faculty.
  - Looking at possibility of doing testing through testing office.
  - Mitch said lot of campuses have Friday mornings for rescheduled finals. Students in those scenarios will have a choice, however, this hasn’t been built in to our final schedule yet.

COBRA – Not Present
Ex-Com – Not Present
FAC – Not Present
FDEC – Diana Balgas
  - Office of Diversity Leadership and Employee Wellness: 23 received, 13 approved. Last Friday Sanofa program hosted first Imoja Day. Twelve community colleges were here, over 200 in attendance.
  - Week of Oct. 16 was Dreamer’s week. Discussed advocacy efforts that were encouraged that week. Over 500 received from faculty to students and sent to congressional leaders. CSUEB will be participating in transfer student success at Long Beach. Thirteen campuses will be converging on that campus
  - Noted that 49% of freshman class are Latino students

GE – Not Present
COBRA – Not Present

4. ASCSC 1: 2018-19 General Education/Catalog Rights for Fall 2017 Freshman – Hedrick

  - Mike reviewed the ASCSC 1 document with the steering committee. Voted to send proposed action for ExCom and Senate to move all freshman to fall 2018 catalog. After discussion with Angela, Wendy and Manuel, it wasn’t clear which students would benefit.
  - Concerns about rolling all students in and having them opt out. Modified the
document to go to CIC. Glen will send the modified document on Monday to CIC. Sent to Sophie but did not hear back.

- This is a major shift. Students will need to seek an advisor to determine whether it’s beneficial to stay on current catalog or semester catalog. Think this will alleviate some of ExCom’s concerns and allow students the option of determining the most beneficial catalog for them.
- Angela and Mike will be at meeting on Monday to answer questions.
- Mitch asked if the declaration of 2018 Catalog was “non-revocable.”
- Angela responded that that will need to be discussed. She said they may need recommendation for a time limit. May need to consider a reasonable timeframe. This will be part of the discussion at CIC…thinks it needs to be spelled out.
- Fortunately, the advisors are ok with the plan.

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**Meeting Adjourned 12:50pm**