Meeting Notes – Dec. 1, 2017 Noon to 2 PM SF-127
Steering Committee of Semester Conversion

PRESENT
Jesse Cantly, Linda Dobb, Julie Glass Mike Hedrick, Jacob Hornsby, Caron Inouye, Glen Perry, Angela Schneider, Gwyn Rhabyt, Jiannan Wang (FAC), Maureen Scharberg, Jason Smith, Dianne Rush Woods

ABSENT
Diana Balgas, Martin Castillo, Paul Carpenter, Vicki Cosgrove, Mark Karplus, Xianjian Lu, Lindsay McCrea Michael McKeon, Joshua Peckham, Samantha Quiambao, Veronica, Salvador

GUESTS
Provost Ed Inch, Mitch Watnik,

AGENDA MINUTES
• Motion to approve Maureen S/Julie G/Passed

1. Report of the Directors – Hedrick/McCrea

• ASCSC1 (17-18 CIC 17) document was approved by senate.
• Advisors have already started working on addressing the issues
• Caron Inouye shared a document with steering committee members and explained that it was a GE requirement, not grad requirement. It incorporates executive orders and is still a work in progress. Caron pointed out that general messaging for advising is that the purpose of GE, is not just a series of hoops you go through, but it’s helping to conceptualize and get meaning out of your college education.
• Caron shared second doc that will go into the semester catalog: GE requirements and Semester Conversion requirements.
• Very good to get this done before end of fall quarter

2. Report of the Subcommittees - All

-Admin Support:
• Glen reported that status remains green. Recommended that steering committee members all go back and share with colleagues their task to review department website for any updates for semesters.
• Look at all department forms and get rid of ones that say “quarter” and make sure students receives right one.
• The Register office is on way to have all of advising on line forms to reflect changes in policy and quarter semesters.
• We are beginning to monitor use of IAP. Put a lot of effort into development. Some students may be self-advising. 7000 students are in status where they’ve been advised to seek advisors. From that group, over 300 students seen advisors for GE and ACE. Over 1000 have seen major advisor. May be indication of students completing major roadmap than general education.
• Maureen felt that figure sounded low and would circle back to Larry B on that.
• Glen felt it may be an indication to step up communication for winter quarter to encourage students to see advisor soon as possible.
• Committee working on reviewing catalog copy and looking for things that may not be changed, but need to be changed, based on executive order 1100 and 1110.
• Glen reiterated the importance of seeing faculty/staff wearing the semester conversion pins around campus to make them visible and hopefully encourage students to ask more questions about semester conversion.

-Co-Curricular Support:
Chairs not present. No report

-Communication:
• Working on doing a countdown day to semester conversion. No changes to discuss in detail but working on support for Jake and the coming of customer relations management for university. First project will look at advising and how to do timely and positive communications surrounding semester conversion.
• The proposed CRM project is very exciting. Could potentially solve a lot of communication problems with students. Will have great effect on the university brand: happy grad, happy alumni.
• New students, first generation students, adult learners. Need to figure out messaging for that target area; more “In their face” communication, ie. What does it mean to them? There is a big gap between what we think they heard and what they heard. Should talk with students to find out what works for them.
• Engaging relationships, positive messages, timely. Timeline is much faster than expected.
• Already an instance of Salesforce up and running on website.
• Suggestion made to think about how we communicated after semester conversion.

-Faculty Development:
• The subcommittee continues to meet and so far, have five workshops scheduled for winter term:
  - Teach Smarter, Not Harder Wed Jan. 10, 2018
  - Pacing Courses for Sanity and Student Success Thursday, Jan. 25, 2018
  - Teaching on Semesters: Redesigning Assignments Wednesday, January 31, 2018
  - Tips for Revising Your Online Courses for Semesters Wednesday, Feb. 8, 2018
  - Making the Jump: Taking your Course from Quarters to Semesters Tues. Feb 20, 2018
• Discussing development of certificate/badge in semester conversion pedagogy, and doing boot camps so they can take advantage of the 5-week summer.

-Student Advising:
• Maureen S. reported that the Fellows are getting positive feedback from the participants.
• Thursday’s Nov. 30 open advising meeting went over Bay Advisor to help us more with academic advising. Met with associate deans and advising fellows.
• Good news! Institutional reports on Bay Advisor have been updated.
• Looking forward to winter quarter. Will have Kyle Burch talk about articulation and transfer issues for academic advisors for semesters.
• Also looking at GE and reviewing for quarters and semesters and IAP.

-Report of the APS
• Maureen went over stats: 34 Concentrations proposed and approved by the Chancellor’s Office; Approximately 70 Gen Ed and/or Overlay Courses pending GE Subcommittee approval; Approximately 10 Bridge Courses in various stages of approval; Approximately 2,600 semester courses finalized and pushed to PeopleSoft; Approximately 50 minors approved; Approximately 5 certificate and single/multiple subject matter programs in various stages of review; Approximately 21 certificate and single/multiple subject matter programs approved; ED.D revised delivery format to be designated as a Hybrid program.

3. Report of the Senate and Student Committees:

ASI – Not Present

CAPR –
• Working on annual reports that have come in.
• Tenure tracks were made, annual reports, trying to work with programs and senate
• Would like to think on how to have people more engaged.
• Working on assessment around campus; how GE assessment should be put into CAPR process, or not at all.
• Working on library; discussion on renewed programs under library resources; five-year reviews restarted. Everything going well, haven’t heard anything.

CIC –
• Approving MS Reading and Literacy
• Approved a reopening of consultation between departments over potential conflicts for semester classes. Mitch is working out elaborate protocol. Two-week window. If can’t get resolved by departments it comes to CIC.
• Questions asked about CIC and approval of courses
• If conflict, the party that did due diligence will get benefit of the doubt.
• Dianne W feels it’s a way to keep things civil; came to agreement about what to teach and what not to teach. It just sets up a process.
• Mike thanked Gwyn R. for shepherding the semester conversion document through the senate process

COBRA –
• Ongoing issues with space and space allocation. Taking a look at proposal for core building to give to ExCom
• Money allocated to do two million a year to renovate classroom spaces
• Opportunity to take a couple of rooms and convert to one room.
• Speaking to directors of units, and they will be talking through their 17-18 budget reports

Ex-Com –
• ExCom appreciated Diana’s presentation on U-Hour

FAC –
• Revision of faculty office policy. Major change from faculty office hour policy. Policy to address teaching styles of faculty.
• Disruptive Students’ policy. Asked to review current policy on disruptive students, suggested ExCom to form a disruptive student policy committee. Currently drafting a charge for this.
• Is this implying faculty will be able to have office hours on line? Yes, faculty will maintain at least one face to face per week. The rationale was that several faculty members teach on line at concord campus, hospitals, etc.
• This will be discussed at next FAC

FDEC – Not Present
GE – Not Present
• Back to regular meeting times twice a month. 117 courses brought forward in que not sorted when original submitted.
• Implication from new executive orders…awaiting potential charge from ExCom.
• Formed a task force to look at executive orders.

• Mike gave a brief background on the recommendation memo: CCSS was charged with developing list of recommendations around U-Hour, subcommittee formed working groups over summer around programming, assessment and coordination. He would like to get feedback on those three areas so they can go back to subcommittee and ExCom in January.
• Might be useful in referring some assessment questions to CAPRA. They are doing an ILO assessment plan. Worry about two different groups working on two of the same things
• Group gave feedback and brainstormed on document changes: Discussed the assessment area in depth.
• What assessment data you plan to collect? Need to know what assessment data is and what it will look like.
• What are the outcomes?
• Do not want to get bogged down in too much detail yet. This needs to be approved by ExCom first
• Maureen suggested looking at what outcomes you want from u-hour.
• Paul feels much of this proposal is about looking to see whether UHour is working as much as anything else.
• Suggestion to have CAPR play a part in the assessment piece
• Silos – some info can be interchanged
• Julie G suggested: “Collaborate and communicate with institutional assessment efforts work taking place in academic affairs”.
• Paul feels that should be in the coordination piece.
• Linda Dobb explained the reason for Co-Curricular activities: she explained that it is supposed to help students stay in school. The main purpose is to connect students to university and get them back next quarter to finish their degree.
• Are people getting something out of program
- Do they reinforce values of our institution
- Are they people that intend on progressing here as students
  - Discussed definition of assessment
  - U=Hour outcomes
  - Julie G summarized points discussed:
    - Clarify bullet points under coordination and assessment;
    - Identify measureable outcomes within assessment component and how they link to other areas of assessments on campus.

5. Meeting Adjourned: 1:50pm