Meeting Notes – February 12, 2018 Noon to 2 PM UU-2002AB
Steering Committee of Semester Conversion

PRESENT	Diana Balgas, Jesse Cantly, Linda Dobb, Julie Glass, Jacob Hornsby, Mark Karplus, Lindsay McCrea, Michael McKeon Glen Perry, Angela Schneider, Gwyan Rhabyt, Veronica, Salvador, Jiannan Wang (FAC), Jason Smith,
ABSENT	Martin Castillo, Paul Carpenter, Vicki Cosgrove, Mike Hedrick, Caron Inouye, Xianjian Lu, Joshua Peckham, Samantha Quiambao, Maureen Scharberg, Dianne Rush Woods
GUESTS	Mitch Watnik
AGENDA and MINUTES APPROVAL	• Agenda – G. Perry/G. Rhabyt/Passed • Minutes – G. Perry/J. Glass/Passed
1. Report of the Directors – Hedrick/McCrea	
	• Mike is not available, Lindsay will facilitate • 17-18 ASCSC 2 UH recommendations moved thru senate this week, hopefully will move thru second senate this week
2. Report of the Subcommittees - All	
	-Admin Support: • Glen read a memo he sent to executive sponsors regarding semester conversion timeline. • Moving weekend for semester conversion data base out by two weeks and making necessary adjustments to other administrative calendars to reflect that date; no large impact. Moved to first week in May. • Reported that we have posted updated dashboard to website and it is all green. The project is moving along areas that are making progress; catalog more complete; crossroad more complete and more with Transfer Credit. • Degree Audit rules have been written and is now in testing phase. Veronica prepared to receive a list and begin dealing with escalation for folks to do their testing so we can finalize audits. • Given difficulty with Launch apply Lindsay thinks this is wonderful. **-Co-Curricular Support:** • Diana reported U-Hour recommendations for semesters was an action item at February 6, 2018 full senate; second read is on the 20th. Secretary spoke positive of U-Hour benefits. • Next Co-Curricular and Student Support meeting Monday, February 12, we will start focusing on milestone calendar. This is the campus calendar with all the different events to have a broad look at all things happening on campus and their locations. • Still looking at use of Bay Sync. Draft of the registration form and evaluation form shared with committee members by Kenrick Ali • Julie G asked about room scheduling; any criteria? • The programming group will meet next Monday to try and get programs lined up. Probably won't be more than two or three U-Hour events at same time, but may be many others; very competitive **-Communication:** • Lindsay reported that there is a continued push on student advisement and a growing social media campaign from student life pushing "See Your Advisor" • Lindsay and Maureen will table a semester conversion information table to answer questions and dispel myths and legends about semester conversion. The event will take place on February 15, 2018, outside on the Raw Plaza from 12:00-2:00pm. This event is being pushed via social media. • Lindsay will be at Welcome Day and the Spring Orientation Day for the last time. We will not be participating this summer. • There will be another full-page ad on back page of Pioneer. This is the same ad that was used for the start of academic year that will say, "See Your Advisor."

- New banners that are coming via advancement but paid for through semester conversion should be up soon.
- Lindsay continues to get emails to the semester conversion email account. And is directing people to appropriate colleges.

-Faculty Development:

- Julie G reported that the Faculty Development Subcommittee is creating a cheat sheet with basics for faculty and hope to produce book marks or a web link.
- More spring workshops are being discussed. Some suggestions for the workshops are: Drop-In sessions; Pitfalls and Stumbling Blocks; Procrastination Threat; and continuing with some of their more popular workshops: Teach Smarter, Not Harder, Rubrics, etc.
- College of Science asked some of the members from the Faculty Development Subcommittee to come do a Spacing and Pacing workshop.
- Lindsey thinks workshops have been great and looking forward to final details, so they can get on calendar

-Student Advising:

- Maureen was not present. Lindsay reported briefly that they have been having their "open" meetings and continuing to push advising.

-Report of the APS

- Mitch reported that the final program, MS reading was approved by The Chancellor's office. They are waiting on a couple of concentrations in geography and HRT that were submitted late.
- Courses are moving along. They discovered that there are no undergrad second tier writing courses approved for semesters and no application for English class. He sent out emails to that affect.
- History course passed by ASC.
- Comment on English 302 course proposal asking where application was.
- Discovered by internal discussion with Donna W. that ASC is not keen on approving grad first tier courses.
- Gamma catalog comes out in late March with updates and department chairs have received notice that they can edit or put comments on their programs. This will facilitate registration for students signing up early May, and so that advisors will have more current information

3. Report of the Senate and Student Committees:

ASI – Not Present

CAPR – Not Present

CIC –

- Gwyan that they are moving along with minor discontinues regarding writing skills, and ge clarifications. The main thing is the approved timeline for curricular changes
- Need to get changes in now for 19-20 catalog. Working itself up thru ExCom and senate. Not official since haven't passed ExCom or senate yet.
- Still waiting on feedback from college associate deans as to what is realistic. Will show Lindsay a provisional doc.

COBRA –

- Question asked whether or not Debbie Chaw will be invited to talk about semester conversion budget and where we are.

Ex-Com – No report

FAC –

- Continued revision and discussion on faculty office policy and RAP document. Sent to senate and senate sent back. Revised and will be shared with department chairs
- RAP will hopefully be ready in late February or early March and presented to ExCom
- Evaluation of temporary faculty reported to subcommittee of lecturers

FDEC – No report

GE –

- Julie G reported that GE is doing their best. They are starting to get queries

from entities around campus and are reviewing courses as fast as they can.

- They are making progress. Any courses sent back at this point are assigned to subcommittee members.
- Caron Inouye is working on information graphics. Sent Mitch updated email flyer to students speaking about category 2 to students and faculty. He will send to Lindsay when the info is complete.

Enrollment Management –

- Mike McKeon reported on a number of changes in financial aid. Hoping to make it more simplified.
- They've uploaded all of the ICE service information from the federal government and are working on building communication tools.
- They will have financial aid packages in the mail in March; communicating both by hard mail and email this year.
- Transfer Credit evaluation will facilitate reports for students and faculty during mandatory orientation.
- We are requiring a pre-enrollment fee this year for the first time to pay the mandatory orientation for freshman and transfer. Analysis was done this summer for those who completed the intent to registration and it has not been good for the last ten years. It has created budget uncertainty so need to do something to assure accuracy moving forward.
- People's concern on mandatory fee – arranged for students who have created FAFSA application that when uploaded, members will have access to it. This will be reviewed, then defer fee until student's aid is disbursed. The fee is part of the student's total budget.
- Explained new financial aid process – concern for module that allows students to complete forms on line to accelerate verification process.
- All of the new financial aid process information is on the website and has been communicated.
- Jake H reported briefly on CRM platform to pick up pre-award letters; big change and part of student success project
- Diana B would like to see concerns around eligibility lifetime; would like to see more proactive communication to students about this. Financial aid is working on this also and encouraging students to see academic advisor.

4. Summer Scheduling – Rafael Hernandez

Guest Rafael Hernandez **s**poke on Summer Schedules and Suggested Time Modules

- Discussed and explained the links for the summer fall 2018 timeline;
- Aim towards trying to be ahead of go time for semesters
- Suggested time modules
- Other information such as one day a week course blocks to assist faculty to come up with other solutions
- Information on 4-week session blocks; designed to show start times on hour to avoid conflict between blocks
- Discussed CIC document – to look at history particulars;
- Think very hard if you are thinking of having four-week schedules for final dates.
- Suggestions were made for the Time Modules:
  -Julie suggested to add how many minutes
  --Julie G suggested adding final weeks and grade due date to the schedule.
  -Lindsay suggested adding link to grades
- Chart attached to senate document isn't correct due to change in senate floor. Angela will bring changed charts to next meeting
- Linda D stressed the need to encourage students to finish their requirements because in the fall they may be paying more.
- Julie G asked if there is an official notification going out to lecturers about their entitlements.
- Finals week for summer is: Aug 5-12

- Lindsay informed the steering committee that the meeting for March will be held in UU 2002 AB instead of UU-102.

5. Meeting Adjourned: 1:50pm