SEMESTER CONVERSION STEERING COMMITTEE
SUBCOMMITTEE STRUCTURE

Administrative Support Subcommittee
The mission of the Administrative Support Subcommittee is to provide analysis and recommendations for policy and procedural changes required by the University’s conversion to a semester calendar.

- Develop a revised registration calendar based upon the approved semester academic calendar;
- Recommend to the Steering Committee changes to campus policies and procedures required to implement specified system and calendar changes;
- Evaluate semester conversion changes made to PeopleSoft Human Resources System, Financial Information System, and Student Administration System modules to ensure that the changes achieve the outcomes specified by the Steering Committee;
- Coordinate planning, develop business process proposals, and prepare implementation plans for system modifications required to support semester conversion.

Membership: Registrar, Financial Aid, Admissions, Student Finance, Applications Support, Enrollment Development, APGS, Project Manager for Semester Conversion, 2 Faculty, 1 Student. Additional representatives with specialized knowledge may be called to participate at the discretion of the Project Manager. (11 members) Co-directors serve as Ex-officio members.

Co-Curricular and Student Support Committee
The mission of the Co-Curricular and Student Support Committee is to assist non-academic programs and services in assessing and addressing potential problems or challenges faced as a result of semester conversion.

- Clarify ambiguity about the process and coordinate staff training to address student questions and concerns regarding the transition;
- Ensure continuation of programming, services, and activities with little disruption to students;
- Identify and help programs, services and events that will be affected by calendar changes to make necessary changes;
- Assist necessary changes to students housing;
- Work to preserve school traditions (athletics, Al Fresco, etc.) on the semester calendar.
- Confirm that PeopleSoft application data that is currently scheduled for regular downloads will continue to be shared across third party systems on a new timeline

Membership: Student Life, University Housing, Athletics, Student Academic Services/EOP, Associated Students, Inc., Student Health and Counseling Services, AACE (career related), Student Center for Academic Achievement, Peer Mentor Services, 2 faculty members, and 2 students (one native and one transfer). (13 members). Co-directors serve as Ex-officio members.

Communication Subcommittee
The mission of the Communication Subcommittee is to ensure that the University uses multiple formats to provide clear, consistent, accurate, and ongoing information about semester conversion to students, faculty, staff, and administrators and to our larger campus community.

- Create and implement a coordinated communication plan that addresses all internal and external constituents of the University;
- Maintain an up-to-date and highly visible Semester Conversion website to share conversion requirements, timelines, deadlines, and resources for students, faculty, and staff;
- Provide ongoing information through University newsletters, campus media, and local media about campus activities and events about semester conversion;
- Develop social and other media campaigns to address concerns and answer questions as well as inform about semester conversion.

**Membership:** Co-directors and Associate Director of Semester Conversion, Project Manager, and Office of University Communications. (5 members)

**Faculty Development Subcommittee**
The mission of the Faculty Development Committee is to collaborate with all areas of faculty support to assist faculty as they develop innovative pedagogy and transform curriculum.

- Help organize workshops and training on high impact practices that address needs of our diverse students;
- Highlight best practices for teaching general education and for infusing institutional learning outcomes throughout the curriculum;
- Develop a faculty learning community for faculty who are interested in incorporating semester conversion as a case study or project;
- Help departments and programs arrange sessions and speakers on curriculum development and mapping;
- Assist the Director of Faculty Development with PEIL proposals and grants relevant to Semester Conversion;
- Assist with focusing Back to the Bay on issues and topics relevant to semester conversion.

**Membership:** Director of Faculty Development, Director of Online Campus, 2 APGS, 1 library faculty, 4 lecturers from different colleges, 4 regular faculty from different colleges. (16 members). Co-directors serve as Ex-officio members.

**Student Advising Subcommittee**
The mission of the Advising Subcommittee is to assist those responsible for advising students during the conversion from quarters to semesters.

- Coordinate transition to semester advisement among existing advising units and faculty advisors;
- Develop a plan for information and advising during orientations and outreach activities;
- Provide accurate and up-to-date advising information;
- Work with departments to revise and develop degree roadmaps;
- Develop models for Individualized Advisement Plans.

**Membership:** Outreach, Student Life (Orientation), AACE, College Advising Centers, Associate Provost, Enrollment Information Center, Executive Director of Financial Aid, Office of General Education, Assistant Registrar, EOP/EXCEL Advisors, 4 (one from each college) faculty, 3 (one transfer, one native, one graduate) students. (21 members). Co-directors serve as Ex-officio members.

SCSC Approved 4/3/15