



Meeting Notes – January 12, 2017, 2:00pm-3:00pm UU 202/AB Semester Conversion Advising Subcommittee

PRESENT	Joanna Cady Aguilar, Angela Byrns, Wendy Chen, Shannon Coskran, Hendrix Erhahan, Tyler Evans, Mike Hedrick, Garrett Moriguchi, Lindsay McCrea, Karen Mucci, Maureen Scharberg, Denise Wong, Lan Wu, Michelle Xiong
ABSENT	Jennifer Aure, Elizabeth Bergman, Larry Bliss, Michele Hingst, Jaiman Khaira, Zanean McClain, Karen Parada, Diane Peterson, Carl Stempel, Valerie Taniguchi, Erica Wildy,
GUESTS	Marie Battaglia, Mo Her
AGENDA	Approved
MINUTES	Motion to approve minutes Erhahan/Chen/ Passed

AGENDA ITEM	
1. Welcome & Introductions –	
	<ul style="list-style-type: none"> Maureen opened the meeting by welcoming the new AS representative, Karen Parada.
2. Meeting Schedule for Winter and Spring 2017 Quarters	
	<ul style="list-style-type: none"> Meeting schedule for Winter and Spring 2017 Quarters Maureen told the subcommittee that this year most of the emphasis will be on academic advising. She explained that today's subcommittee meeting would be to discuss academic advising. The first "open" meeting on January 26, 2017, the topic will be Financial Aid with Executive Director of Financial Aid Rhonda Johnson. Rhonda will answer questions about FAFSA and other financial aid needs. Maureen is sending a google rsvp. Rhonda wants questions from academic advisors before her presentation. Maureen will try to video tape for those who can't make it. Maureen went over each of the upcoming meetings, including the "open" meetings. Next meeting scheduled will be an active shooter training for academic advisors on Feb. 2 from 1:00-2:30 UU 311 space for 75. This is a well-received training. Good knowledge to know for active shooting. Next open meeting on grad requirements, February 23: wants to make sure we're all on the same page with regard to graduation requirements. Next open meeting on Semester Probation Policy, on April 20, assuming that it passes Academic Senate. Maureen explained that as various policies pass, she wants to make sure advisors know about some of these policies for students. Probation policy had first read at the Academic Senate on Tuesday, January 10. Wants all advisors to know what's coming...there will be a change and she wants to work with ASI to get word out. Open meeting scheduled for May 25 is the Day of the Advisor with David Navarro as guest speaker. June 15 will be last open meeting – the topic will be "Looking Forward to 2017-18."
3. Individual Advising Plan (IAP) – Maureen Scharberg and Wendy Chen	
	<ul style="list-style-type: none"> Maureen handed meeting over to Wendy Chen to give update on some of the IAP issues. Latest issue was that the user couldn't access bolt-on, however, we still had course catalogue for advisors to add courses. Wendy reported they were able to validate everything last night. Health Science was the first to report. Recent issue from Mo Her was that one student comment didn't get captured. This was passed to ERP. Any others please send to Wendy. All notes will continue to be saved on IAP.

- If any additional names for Wendy for IAP access, please send an email to Maureen and she will reply.
- Question asked from subcommittee member about students graduating next quarter. Will they need to do an IAP? Maureen responded that it might not be necessary, but good to meet with a GE or major advisor, just to make sure that all graduation requirements are met.
- Lots of students want book voucher so will be doing IAP.
- Mike heard from faculty that students are showing up saying they need an IAP, and departments are not knowing how to address. Not sure how widespread this is.
- Lindsay said hopefully Linda Dobb's informational handout to administrative assistants will have the information that will help them with questions and answers about IAP.
- Michele Hingst is considering doing a video on IAP training, and will repeat her training "live" multiple times over the quarter.
- Other IAP issues? Are students talking about it?
- Erahan: not a lot...students still asking what is an IAP?
- Lindsay said three Banner flags were delivered to Concord. Larry is handling the banner distribution. The first Banner message is "Have You Seen Your Advisor?"
- The next Banner later in spring will say, "Have you got your IAP?"
- The last Banner is "Make Every Class Count."
- Discussion about the "approve" button...doesn't appear until student has an IAP checklist.
- Next batch of students to receive IAP: Students who have earned 135 units.

4. WST – Maureen Scharberg

- The numbers from David Garcia are still lots of students need to take the WST. Still a little below 4,000 for seniors and about 1700 juniors.
- Maureen explained what's being done to get word out so far...still low rate. Wants everyone to think about what else can be done to get the word out. Thinking about having registration hold for those who still do not take the WST. Asked for thoughts from subcommittee members. Some ideas:
 - The test will remain free for students through the end of this academic year, which should be an incentive to take it, instead of a class.
 - Question/suggestions from subcommittee members:
 - Is it was possible to have the WST testing all in one weekend like a boot camp? Students who do the boot camp have a much higher passing rate.
 - How many boot camps are scheduled between now and June? Maureen said that tests are on now through January...will add more based on demand.
 - What about blanketing campus with WST posters?
 - What about IPADs...if they show up, enter for IPAD.
 - What about the time: 8:00am on Saturday. Can something be done about that?
 - Students are finding now that if they register they can apply for graduation.
 - Students seem to like the boot camp...many students don't feel prepared, but boot camp would help. Students are not early risers...8:00am is not good.
 - Offering test three times a week, different times. Starting the month of Feb, March, etc.
 - Creating student ambassadors, encourage people, peer to peer sometimes is more useful.
 - Idea: Using a proctor who is trained to hold WST testing at certain time.
 - Concern from some subcommittee members about not being able to use staff to serve as Proctors.
 - Maureen will look into all of these different ideas.
 - Maureen brought up the messaging mod and how some students just aren't reading them.
 - For those who sign up for WST in the winter and don't show holds will be placed for Fall 2017 registration.
 - For those who currently have holds, will have to show proof to Heather Gardley or Christina Bluck that they have registered for a future WST or are enrolled in English 3000/3001. If they have several no-shows, these students will have to do an IAP and may have to meet with Maureen.
 - Lindsay, said to make sure we have multiple testing days and dates for those who

find out they have holds at registration time.

- Discussed blocking a drop...can be done but everyone would be affected and would place more on Wendy's plate.
- AACE advisors said that they were trying to come up with different ways of getting students in to take the WST. Considering making more times available to students, but logistically might be difficult unless we have more times available for students to take the WST.
- Think of offering during the week...finals week was a suggestion...some agreed, some didn't.
- Last resort is holds!
- Maureen let the subcommittee know that she appreciated the feedback and will consider all.

- The meeting was opened up to discuss advising needs from advisors:
- Christina Bluck advises 5th year students who have not applied for graduation. A pattern that she has seen is that these students have a lot of grade forgiveness in lower and upper division courses. Maureen is concerned that these students may have a difficult time making timely progress to degree and maybe need to change their major. Maureen's request is for advisors to use Bay Advisor to see DFW patterns and grade forgiveness.
- Karen commented that a large number of students are having housing issues, financial and work issues, personal family issues, etc ... and this also is a reason for them accumulating low grades.
- Maureen suggested that everyone should try to funnel these students to go see their advisors for assistance.
- Identifying students that are high concern...getting them to advisors, possibly changing majors. Identify them in success centers, sometimes they can change their major for a quarter or two until they can figure out majors. But just temporary.
- Question from advisor: What about Undeclared nursing students with IAP on their list with 60 units? Maureen replied that the advisor should make decision as to whether they will be declared into nursing or not; or change them to undeclared.
- Another emerging is computer science...lot of students struggling at the 1000, 2000 level courses.
- One other change with semesters: Undeclared will need to declare at or before earning 60 units. However, if want to change major after 105 units will have to go through Maureen.
- Next career and internship fair: Jan 26 4-7 UU MultiPurpose room.
- Hendrix reported that they are discussing social media campaign: "Do you know you can get free WST for spring, using hashtags, video, Instagram. He also voiced concern that the Governor's budget release includes a tuition increase. They will be encouraging students more about taking WST.
- Using social media to increase awareness about WST is very important. Information spreads fast...a good social media campaign can really make a dent in the WST
- Maureen said the last big academic policy is the Graduation Writing Skills Requirement for semesters.

Meeting adjourned

3:01 pm