



Meeting Notes – May 4, 2018 Noon to 2 PM UU-2002AB Steering Committee of Semester Conversion

PRESENT	Diana Balgas, Jesse Cantley, Paul Carpenter, Linda Dobb, Julie Glass, Mike Hedrick, Caron Inouye, Mark Karplus, Lindsay McCrea, Glen Perry, Gwyn Rhabyt, Veronica, Salvador, Maureen Scharberg, Jiannan Wang, Jason Smith,
ABSENT	Martin Castillo, Vicki Cosgrove, Jacob Hornsby, Xianjian Lu, Michael McKeon, Joshua Peckham, Samantha Quiambao, Angela Schneider, Dianne Rush Woods
GUESTS	Debbie Chaw, Mitch Watnik,
AGENDA and MINUTES APPROVAL	J.Glass/G.Perry/Passed
1. Report of the Directors – Hedrick/McCrea	
	<ul style="list-style-type: none"> • Mike announced to the steering committee that the Semester Conversion project is now coming to an end after three years. • He thanked everyone for their hard work and commitment to this process including Lindsay McCrea, co-chair of the steering committee who has been involved with the project from day one.
2. Report of the Subcommittees - All	
	<p>-Admin Support:</p> <ul style="list-style-type: none"> • Glen reported that we are finally here! Starting at 5:00pm this afternoon will be the official technical semester conversion in People Soft. Some systems that normally are refreshed over weekend may not be and some may refresh Sunday or early Monday morning. • There is a well put together checklist to go over all night long. There will be staff working on campus, and ERP consultants on sight all night as long as we are running. They will be working on the third floor outside of Manuel's office so that it is easier to communicate. Glen will be on a zoom session with them as well. • Debbie Chaw and/or Manuel Saldanha will alert UPD. • Maureen will receive her laptop as one of our validation people who will look around in the system to check for any issues. She will keep a list of minor adjustments and if we're able to fix, the plan is to do it after the conversion. • Glen will email the steering committee to let them know conversion is officially concluded and that we are in production and in semesters; hopefully you'll receive before noon on Saturday. • We should complete conversion by mid-morning on Saturday and have system back up and validated by noon. • There will be one final roll call vote, recorded by the chancellor's office as our commitment that we've accepted the system. • Glen's plan is to have one more Semester Conversion Administrative Support subcommittee meeting to discuss any issues that arise this month. • His plan is to have part of the subcommittee reconvene over the summer just to keep track of how we're doing for feedback. • Lindsay asked, how fast should people get back to Glen about issues they're having using the system and how should they convey this information? She also mentioned that she is happy to be a funnel for this. • Glen suggested the semester conversion email remain live since that will be best place for faculty, staff and students to funnel information for us to review. He will be monitoring it on a daily basis all summer long. • Our address is on the email that will go out to faculty and staff • How does this work in People Soft since we do have a summer quarter? • It will be treated as a quarter; Quarter to semester will be co-existing. <p>-Co-Curricular Support:</p> <ul style="list-style-type: none"> • Diana reported that the Co-Curricular and Student Support subcommittee (CCSS) is winding down with their last meeting on Monday, May 7, 2018.

- She reported that the last CCSS meeting was about roll out of U-Hour and our assessment of U-Hour. The assessment subcommittee will continue to meet
- The final on the assessment piece will be presented to the subcommittee at the Monday meeting and whatever is decided should be sent to the steering committee to review and respond. Diana will then present to ExCom this month.
- Recommendations: semester or annually, using three separate surveys, any overall evaluation of U-Hour would have similar documents of how people are utilizing U-Hour.
- Very simple and broad assessment piece asking: Are you in support of continuing U-Hour? And, has it been a useful exercise?
- Linda Dobb has been working with Kenrick Ali on the programming committee to provide activities scheduled for fall semesters. So far Project Hope and National Hunger Awareness are scheduled.
- Different events that will happen on Thursdays; university wide events, diversity events, etc
- More to come from last meeting on Monday to be shared with the steering committee.
- The scheduling for the fall will be done on Bay Sync and Kenrick will accommodate the U room. For the auditorium, you would schedule yourself. If not using University Union, you would have to schedule through 25 Live or talk with Lucero so they can go in and see what facility is available.
- Linda also suggested looking at theme weeks for next year, ie. Earth week, Week of Exclusive Excellence etc.
- If you know of a week we should consider, let Linda Dobb know.

-Communication:

- Lindsay reported that this past Wednesday an announcement went out to continuing undergraduate and graduate students about information concerning semesters
- An announcement also went out to faculty and staff and the PAC groups and advisors informing them of the copy that was sent to students, encouraging them to refer to that document, and the question and answer student page on the semester conversion website.
- There are three information sessions being conducted by ACE
- The table at Welcome day went well and there were lots of transfer students. We instructed students who visited our table wanting information to go to the catalog to see if their aspirations would be met with the changes in our curriculum
- Lindsey thanked all the committee and subcommittee chairs and members for their commitment throughout this process.
- Lindsay gave out the last of the Semester Conversion pins, and sent the rest, along with a T-shirt, to the library for archiving.
- Jesse Cantly mentioned the signage that have been put up along the campus. He let committee members know that if anyone has future U-Hour events, they should go to the university location sight for the link to request a posting. If you need help, Jesse's team is happy to assist.

-Faculty Development:

- Julie reported that they have one remaining workshop being offered on May 16: "Effective Assignments for Semesters and Student Success". NIOLA coach will be to facilitate and there will be snacks
- Announcement went out with the link two days ago

-Student Advising:

- Maureen reported that Advising will be having town hall meetings on everything thing students want to know about semesters on May 15; May 23; and May 31.
- The Advising subcommittee will be continuing next year under their new name: "The Advising Council". This was decided on after learning from CSULA that their first semester
- after conversion there were several advising issues, so because of that, we will need to continue.
- Maureen thanked everyone for their participation on the subcommittees.

-Report of the APS

None

3. Report of the Senate and Student Committees:

ASI – Not Present

CAPR –

- Five-year reviews have restarted, going ok
- Institutional Research was amazing cleaning up CAPRA and Semester Conversion.
- Nursing and health science will do the historical work, so that MAT can see five years of data

CIC –

- May GE approval for semester in the wake of C-3. GE subcommittee working hard trying to get everything under the wire.
- Big agenda for next meeting
- Dealing with last conflicts between departments over who and what we can keep, however most of the conflicts resolved.
- New changes coming in under the wire; still a parade of grad requirements that had outcomes set rather late in the day.
- Will probably be a slew of additions in the fall

COBRA –

- Budget to be presented to senate next week
- Provost came by and gave over view of the budget and how it will be constructed in future years

FAC –

- Teaching calendar for 2018-19
- Proposed date and got a lot of feedback. Most recent meeting got feedback from different offices and ASI.
- Had Financial Aid come and talk about impact on students if grades were due later; input from international programs; lot of student impact if we move due date to later; committee decided to stick to Dec.18 and give all information on the impact on students for anything beyond Dec.18
- Linda said this is a local decision as to when grades are due and when students get them; it is not a state mandate
- Linda informed the committee members that she has an excel spreadsheet to share that will provide more clarity.
- Maureen went over the process for grades due and explained that it is usually a three day process.
- If we want to offer intersession, the duty date would be to stay away from that time
- Discussion continued on duty dates, intersession and grades due process
- Linda said she would check with other campuses to see how they run their intersessions

FDEC –

- Conversations on U-Hour and ideas have been floating around

GE –

- According to the list Julie received, they have approved 333 courses for GE credit broken down by area.
- Julie broke down the overlay courses
- Nothing more approved for all 2018
- ASCSC-3 – mike went over what he sent to committee
- Maureen sent change in verbiage
- Sent to CIC; CIC talked about it but they felt it should come from Semester Conversion.
- Mike wrote a cover letter and sent to the senate office and it will be on next ExCom agenda on Tuesday.
- Any questions please direct them to Mitch Watnik

4. New Business

- President and Provost will throw a Semester Conversion party as a thank you and welcome to the new semester. Date hasn't been decided yet but anticipate

	<p>the end of August or sometimes in September.</p> <ul style="list-style-type: none">• Debbie Chaw, Assistant VP for Finance and Administration spoke on behalf of the Provost and Interim Vice President and thanked everyone; with a special thanks to all of those involved from the very beginning for all of their hard work and commitment. She commended everyone who served on the different subcommittees for stepping up to the plate.• She reminded everyone that we are not only transforming our University, but we are impacting student success• Lindsay let everyone know that the Co-Curriculum and Student Support subcommittee will meet one last time, Monday, May 7 and that Faculty Development will continue this month and wrap up also.
5. Meeting Adjourned:	
1:30 PM	