Meeting Notes – January 15, 2016 Noon to 2 PM UU 307A/B
Steering Committee of Semester Conversion

| PRESENT | Monica Abruzzo, Eileen Barrett, Larry Bliss, Linda Dobb, Julie Glass, Mike Hedrick, Janeesha Jones, David Lopez, Zanean McClain, Lindsay McCrea, Glen Perry, Veronica Salvador, Jason Singley, Borre Ulrichsen, Mitch Watnik, Diane Rush Woods |
| ABSENT | Diana Balgas, Jeff Bliss, Xinjian Lu, Nancy Thompson, Donna Wiley, Meiling Wu |
| GUESTS | Mark Karplus, Julie Wong, Philip Cole-Regis |
| AGENDA | No changes, Motion to accept agenda, vote approved. M/S/P |
| MINUTES | No changes, Motion to accept minutes, vote approved. M/S/P |

AGENDA ITEM

1. Approval of Agenda and Minutes

- Agenda approved
- Minutes to be sent out to members who served last year for approval

2. Report of the Co-Directors

Report from Barrett
- SCSC support staff Amanda Eberhart no longer with CSUEB.
- Co-Director Singley will be the new Dean for CoS.
- Referrals to Ex Com
- Received request for funding (additional funds for programs to convert or transform to meet new GE or Grad requirements), currently in the process of reviewing them. 19 Departments in all, the SCSCDs will make a recommendation to the Provost.
- Curriculum committees are reviewing programs. CLASS reviewing Criminal Justice, Human Development, MA TOEFL, etc.
- CoS approved program proposals for Statistics, Biostatistics, Construction Mgmt., Engineering Mgmt., etc.
- On ExCom 1/5/16, Dean of CEAS (Zarillo) raised concerns for the transition from summer leading to summer trailing setup for Ed.D and credential students. Zarillo, Barrett, and Johnson (Financial Aid) have since met to address concerns about Financial Aid availability. Johnson will appear at the next ExCom meeting on 2/15/16.
- FAC documents will be ready for ExCom 2/15/16, FAC understands that these referrals are coming to them.

Report from Singley
- Submission of proposals has shifted away from the Word form to exclusively the Curriculog platform. Positive feedback on its efficacy, streamlining, and intuitiveness from Faculty (Singley, Watnik).
- Aubert, Sarah (APGS) leads the Curriculog project.

3. Report of Subcommittees

- Administrative Support Committee (Perry, Salvador)
  - Registrar requesting SCSC to accelerate hiring of the position for degree audit processing and degree audit building. Subcommittee is unanimous in support. This position is already included in the budget but not to begin until 17/18. Registrar predicts 100 requests per week – this role does not bypass status quo administrative approvals process.
  - SCSC approves document for a recommendation to fund this position.
  - Final CSUEB FitGap report – lists all tasks, timelines, estimated staff hours, and implementation for phase 2 contract in March, consultants will be in April. Will bring to SCSC soon, it reads the same for the most part and will post on site as well as e-mail. They will be meeting with all the groups to prioritize the agenda for consultants.

- Co-Curricular Subcommittee (Barrett for Balgas)
  - Next meeting will be 2/12/16, ongoing discussion on signature event
offerings and the impact it has to activities services. Looking at dialogue, service delivery methods, marketing, expansion of app, onboarding students, serving commuters, cross-divisional training opportunities, etc.
- Looking closely at what transformation looks like from the student perspective.

- Communication subcommittee (McCrea)
  - Visits to the GS classes for the Freshman students (constituents to be most likely impacted), 38 appointments, including Concord, scheduled this quarter.
  - SC topics have been planned for the next 3 University internal newsletters. History will be highlighted in February as a program undergoing transformation.
  - Video in the works on the student pledge, preliminary steps with Jeff Bliss (University Communications). Framed as an info piece for the campus and external parties.
  - Working on a student ambassador program.

- Faculty Development Subcommittee/ APGS (Glass)
  - Running additional workshops about transformed syllabi for new course requests as a result from questions during Curruculog trainings.
  - Developing an idea book as a resource for faculty on transformation organized around ILOs.

- Student Advising Subcommittee (Dobb, Larry Bliss)
  - Encouraging the use and value of the Bay Advisor platform.
  - New MyCSUEB schedule planner for students goes live on 2/8/16. Can list all courses you think you may want to take next quarter. Interacts with PS to generate class possibilities to take courses you want with parameters you create. Looking into creating an info sheet to have for students.

4. Report of Senate and Student Committees

- Senate (Hedrick)
  - Re: GE, asking for feedback prior to proposed changes. GE meets 2/1/16, enough time to review changes. Anyone is free to propose amendments, done in written format via listserv for everyone to participate and to facilitate a large amount as well as allow GE to respond.
  - Senate approved 3 overlays, GE set out to describe the learning outcomes for what GE and CIC20 intended to cover the exec. order 1100 outcomes.

- GE Committee (Glass)
  - Re: discussions, the process was open – will be looking at proposal, not for approval or endorsement, prior to 2/2/15 Senate meeting. Given the timeframe which it had to operate GE was consistent and inclusive.

- FDEC (McClain)
  - Conversations re: GE and learning outcomes, with time so tight and fast paced there are concerns in the issues of diversity – if it’s not set in the overlay and put into place now it could be missed.

- FAC (Moon)
  - Nothing new to report.

- Ex Com (Hedrick)
  - CIC13 & 14 passed. Registration calendar and summer 2016-18 with slight modifications to Open University which cannot register until the seventh day instead of the sixth day – coming from concerns of overlap of state and self-support.
  - GE learning outcomes had much debate. Asking for feedback until 1/29/15 before 2nd reading on 1/1/15 (see above).
  - Concerns from Zarillo (CEAS) re: summer cohorts, Johnson to come on ExCom 2/15/16 (see above).
  - CIC21, postponing enacting prerequisites on the agenda – should pass.
  - CIC20, GE learning outcomes will be the primary discussion.

- CIC (Watnik)
  - Working on time modules via task force, sending out for feedback.
  - 2nd composition course is now before the Writing Skills Subcommittee.

- CAPR
  - No report.
- ASI (Lopez)
  - Half of the student semester conversion committee has been seated, now looking for Freshmen and Sophomores.
  - Resolution sent to FAC to require a student sit on search committees.
  - Looking at 6 positions to start next year.

### 5. Draft Semester Conversion Budget

Budget (Perry)
- Sheet presented is not a budget but a list of costs broken into curricular, infrastructure, technical, consulting, and transformational. More changes given the passing of the position proposed earlier (see above).
- Post-conversion not included in the list of costs. Some funds set aside for 18-19, 19-20 could be used if CO covers costs which were not anticipated.
- Support mentioned previously by Houpis is not defined and not in the budget.
- None of the funds are for release time.
- 15-16 currently most costly but could shift.
- There is also the hidden cost of temporary administrative support as they come.
- Currently a draft, President will finalize and negotiate with Chancellor.
- Sponsors and President have seen the document, cross-comparison with Pomona.
- LA and Bakersfield had underestimated cost while CSUEB is higher.

### 6. Updates to Questions and Answers

- Q&A Updates (McCrea) reviewed with committee. New Q & A focused on lecturers and students and was vetted by appropriate groups including the Associate Provost. All additions approved for inclusion in the Q&A on the website.

Meeting adjourned

Meeting adjourned at 2 PM