Meeting Notes – October 9, 2015 Noon to 2 PM UU Oakland/Concord
Steering Committee of Semester Conversion

PRESENT
Diana Balgas, Eileen Barrett, Jeff Bliss, Larry Bliss, Julie Glass, Mike Hedrick, David Lopez, Xinjian Lu, ZaNean McClain, Lindsay McCrea, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Meiling Wu

ABSENT
Linda Dobb, Janeesha Jones, Micheal Moon, Diane Rush Woods

GUESTS
Debbie Chaw, Carolyn Nelson

AGENDA
No changes, Motion to accept agenda, vote approved. M/S/P

MINUTES
TBA

AGENDA ITEM

1. Welcoming Remarks from Executive Co-Sponsors

Executive Co-Sponsors Debbie Chaw and Carolyn Nelson expressed their appreciation for the ongoing work of the semester conversion steering committee. They explained their collaborative roles as executive sponsors representing three different divisions of the University—Academic Affairs, Administration and Finance, and Student Affairs. VP Chaw introduced Veronica Salvador as the newly appointed administrative co-director of semester conversion with Glen Perry. The committee also welcomes new representatives—Jeff Bliss, the co-chair of the communications committee, and Borre Ulrichsen, AVP IT services, Meiling Wu, CAPR, and David Lopez, ASI.

2. Approval of Agenda and Minutes

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

3. Report of the Co-Directors

Report from Barrett
• The faculty development subcommittee organized four semester conversion workshops during the summer; more than 200 faculty attended these workshops. APGS is offering drop-in sessions for faculty who are filling out forms; workshops are scheduled for graduate programs, the detailed syllabi, and (designed for department chairs) scheduling on the semester calendar.
• Presented APGS Guideline packets.
• Also during the summer, members of the administrative support committee formed two working groups: one group worked on reviewing Senate documents that will need updating for semesters and the other worked on more pressing items such as developing a registration calendar and writing a referral to Senate on this topic.
• Ex Com approved two referral from the Co-Directors. One is to the GE subcommittee asking for the development of student learning outcomes for the semester general education model. The other—to CIC—was a modification of the course numbering policy for semesters. Ex Com also approved the task force for time modules proposal from the co-directors.

Report from Singley
• No report

4. Report of Subcommittees

• Administrative Support Committee
  • If the steering committee would like buttons and t-shirts please email Amanda Eberhart with your size.
The administrative support committee met during the summer and, as Eileen Barrett mentioned, two working groups were formed.

- The registrar is working on an administrative calendar.
- ERP consultants did a fit gap analysis over summer. Currently the consultants are finalizing the session notes. Email was sent out to the fit gap participants for 10/20 and 10/21 as a save the date. On those dates a review of the draft report will be presented. The committee will share the timeline with those that are interested.

- **Communication subcommittee**
  - There is a good plan in place for communication semester conversion internally and externally.
  - There will be a website update, the new version will include a link to monthly articles in the new University newsletter.
  - McCrea encouraged members to submit items to her for posting on the website.
  - Semester conversion will also have a social media sites.
  - Will be working on a Q & A for lecturers.

- **Faculty Development Subcommittee/ APGS**
  - There was good feedback from all faculty that attended the workshops. All the materials from the workshops are posted on the website.
  - APGS will have ownership of curriculog by mid-November. Then there will a testing of the software. APGS wants to launch curriculog in winter quarter.

- **Student Advising Subcommittee**
  - The committee expanded its membership.
  - The first meeting was 10/1/15
  - Discussion focused on degree audits and individualized advising plans for students. The committee also discussed the amount of work needed for individual plans.
  - Pilot Project (Experiment): the committee will be hiring a person to do the paperwork before students come in, they will try with EOP first.
  - It's important that advisors and faculty be trained in EAB.
  - Discussion on increasing the junior writing requirements.
  - At the next meeting discussion on mandatory advisement.

- **Co-Curricular Subcommittee**
  - There are 17 members of this committee.
  - Areas discussed: housing, signature events, college hour, new traditions, and food services.
  - Members contacting other campuses for advice. General advice launch early so it becomes normalized.
  - Committee priorities: college hour.

5. Report of Senate and Student Committees

- **GE Committee**
  - GE framework, unit count, cluster structure have been approved.
  - Recommended the 3 overlays.
  - GE will be meeting weekly and CIC gave the committee a charge of coming up with learning outcomes.

- **FDEC**
  - Working on documents about student and faculty concerns around diversity.
  - Barrett attended the committee’s first meeting, where Balgas raised the importance of the college hour and Barrett explained how the overlays in diversity, social justice, and sustainability had been approved by CIC.

- **FAC**
  - Committee sent back FAC 17 to the Administrative Support committee for clarification on the term sessions.
- Glen Perry will attend next FAC meeting.
- Ex Com
  - A summary of last year reports are available online.
  - A task force on time modules will begin soon.
  - Next on calendar: registration calendar, freshman learning communities, and course numbering.
- CIC
  - Passed revision to course numbering and now its back for review at ExCom. Courses will be 3 numbers instead of 4. Postscripts can be used anyway the department chooses.
  - Referral of learning outcomes sent to the GE subcommittee.
  - Passed learning communities and overlays.
- CAPR
  - Committee met last week.
  - Program reviews have been suspended for two years.
  - Programs that did not get reviewed last year will be reviewed this year.
- ASI
  - They are forming a student semester conversion committee.
  - Passed resolution on college hour.

6. Approval Process for SCSC and Subcommittee Referrals

Background
Senate Process
- SCSC and the directors are committed to shared governance and will use the Senate process for referrals as a model.
- ExCom identifies SC as an administrative group.
- Information items and referrals labeled as ASCD from the Directors, and ASCSC, which are from the committee.
- Referrals first go to ExCom and then to the appropriate subcommittees. Information items go to ExCom and then to the Senate.
- As a member of the Senate and of ExCom, the Provost will be involved in the process, and all referrals are subject to President’s approval. It will help track the work of semester conversion.

Proposed SCSC Process
- Subcommittee approves a document as a referral to the SCSC
- SCSC recommends the document to Executive Sponsors
- SCSC sends the document as information item to Senate
- Or Subcommittee refers a document to SCD
- SCD refers the document to ExCom
- SCD brings the document as information item to SCSC
- Motion to approve referral process by Eileen Barrett, second by Meiling Wu. All in favor: unanimous.

7. GE Funding Model

- The committee would like the GE proposal by this year.
- The process to fund GE and Budget proposal reviewed by the committee.
- There are 4 categories of GE classes to be funded.
- WTUs will be converted into dollars and the department will assign work.
- GE funding is independent of the department funding.
- The goal is to have funds available by winter term.
- Motion to approve the GE Funding model by Mitch Watnik, second by Mike Hedrick. All in favor: unanimous.

Meeting adjourned 1:50 PM