Meeting Notes – November 6, 2015 Noon to 2 PM SA 4350
Steering Committee of Semester Conversion

| PRESENT | Monica Abruzzo, Eileen Barrett, Jeff Bliss, Linda Dobb, Julie Glass, Michael Hendrik, Janeesha Jones, Xinjian Lu, Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu |
| ABSENT | Diana Balgas, David Lopez, ZaNean McClain |
| GUESTS | Debbi Chaw, Carolyn Nelson, Manual Saldahna |
| AGENDA | Motion to accept agenda, vote approved. M/S/P |
| MINUTES | Motion to accept minutes, vote approved. M/S/P |

**AGENDA ITEM 1. Report from Project Sponsors and Co-Directors**

- **Project Sponsors: Debbie Chaw and Provost Nelson**
  - Presented a revised leadership structure based on feedback from the October 16th Steering Committee. The new structure has been reviewed by the Co-Directors.
  - Discussed Town hall meeting that will be held by President. The goal is to invite all constituents on campus in order to get the message of Semester Conversion message out. The focus bridging the gap between students and faculty and also show the collaboration across all departments on campus. The project sponsors asked all subcommittee chairs to attend the Town hall meeting.
  - Janeesha Jones asked about outreach to students and possible using a Blackboard Announcement. She also asked if there will be more town hall meetings for people to attend.
  - Eileen Barrett: Yes this is just the first one. Lindsay McCrea and Eileen Barrett are working on a Semester Conversion presentation for staff.
  - Action Item: Amanda to make copies of the student pledge for town hall meeting.

- **Project Directors: Barrett**
  - Reviewed all items that went to Senate.
  - Sophie Rollins is updating a Semester Conversion Senate Outcomes page. The committee also discussed adding last year’s documents to the outcomes page.
  - The administrative working group met and finished Senate policies document and it is now ready to send referrals to Ex Com and FAC.
  - Discussed the Town hall event
  - The Curriculum Committee is working hard to meet deadlines. Barrett encouraged colleagues to get work done early.

**AGENDA ITEM 2. Report of the Subcommittee**

- **Administrative Support Subcommittee**
  - Committee met on Thursday
  - Discussed final approval of Fit Gap report
  - The Chancellors Office is reviewing the reports and is making a summary sheet. The Chancellors Office report should be finished in about a week.
  - Working group approved items to go to FAC
- Perry asked the working group for a time line to help organize work for the remainder of the academic year.
- The committee discussed enhancements and in scope and out of scope items.
- The next step is to compare draft budget with the Chancellors Office budget.

- Co-Curricular Subcommittee
  - Representative not present
  - Lindsay McCrea noted that the committee will be next Thursday

- Communication Subcommittee
  - New website going live next week.
  - The internal newsletter going out soon.
  - The Semester Conversion Project now has a twitter account.
  - Noted the Semester Conversion event for Staff in December.
  - Monica Abruzzo asked what document will be provided to staff.
  - Lindsay McCrea: will provide the staff with the Q&A and explained that the meeting is more of an exchange than a presentation.

- Faculty Development Subcommittee
  - Discussing more workshops.
  - The committee is also finding ways to outreach to faculty.
  - There will be a referral asking Ex Com to replace 3 lecturers who can no longer attend.
  - Donna Wiley discussed having more drop in hours for faculty.
  - Lindsay McCrea, Rachel Stryker, and Kelly Decker working on a Lecturer Q & A.

- Student Advising
  - Committee will be meeting next Thursday. On the agenda is a degree audit presentation and an articulation presentation.
  - Also on the agenda discussion of possible holds on students during academic year 2017-2018.

3. Reports of Senate and Student Committees

- ASI
  - Semester Conversion Committee is in need in 2 or 3 more students in order to convene.
  - ASI will be bringing back town halls for students.

- CIC
  - Has passed course re-numbering and freshman cluster to Senate.
  - Working on the registration calendar.
  - Defining a minor has been passed to Ex Com.
  - Writing skills subcommittee has been convened.

- CAPR
  - Met yesterday.
  - Discussion of inconsistencies of due dates.
  - Diversity review moved to Senate.
  - Committee Discussed tasks and timeline.

- FAC
  - Working on 2015-2025 ten year calendar with collaboration from APGS. Once the calendar is done it will be presented to FAC.
  - Discussion on teacher scholar program. There were 2 volunteers who will begin working on that document.

- FDEC
  - Representative absent.
  - Dianne Woods noted that diversity and inclusion always be in the midst of curriculum.
  - Jason Singley suggested the faculty development subcommittee make a workshop for diversity. Eileen Barrett and Julie Glass to invite ZaNean McClain to a meeting.
• Time Modules Task Force
  - Mitch Watnik is the chair
  - Committee convened two weeks ago.
  - The committee focus is going over time modules for other campuses.
  - The committee has made some progress but Lucero Wallace has been absent from the last few meetings.

• GE
  - Continuing to work on GE Outcomes.
  - Once all the outcomes have been completed it will be submitted to the Senate.
  - With the outcomes submitted the committee will begin work on the overlays.
  - The committee is also working on the approval process for curriculog.
  - Dianne Woods voiced concerns over the unintended consequences of the removal of area F.

• Ex Com
  - There is one more Senate meeting this quarter.
  - Discussed what is on the calendar for next meeting.
  - Possible adjustment to the number of times Senate and Ex Com meet to accommodate all the documents that will be coming through.

### 4. Timeline for degree audit

• Discussed Objectives
  - To have degree audit completed by December 2016 to allow for advising.

• Current Status
  - 2 full time analysts
  - 1 consultant
  - The current staff can have 75 percent of the degree audit finished by December 2016.

• Request for one additional analyst and to continue the contract of the consultant.

• Building degree audit
  - It takes 10 week for one major to be completed.
  - The team will be working on the majors concurrently.

• The degree audit timeline by major was presented to the committee.
  - Action Item: Veronica Salvador to send timeline to committee for posting.

• Assumptions
  - The timeline is a living plan.
  - Collaboration between faculty and staff to have the timeline move in a timely manner.
  - Cautions on major changes in the quarter catalog.

• Discussion of risks
  - Jason Singley: how does the building of the requisites effect the degree audit?
  - Manual Saldanha: It could cut down on the degree audit timeline.
  - Possibly asking the Senate to postpone the requisites.
  - Lindsay McCrea: Is the 10 weeks’ time line for one program long? There was discussion about a shorter timeline.
  - Manual Saldanha: the timeline is just an estimate. It really depends on the program.
  - Linda Dobb: CSU LA built a book that shows equivalent classes for students, can we do that?
  - Donna Wiley: it can be done in curriculog.

• Committee discussed the quarter catalog and how it will transfers over to semester and if the semester catalog will be faster.
  - The programs that are just converting with be faster than
transforming programs.
- The committee also discussed the degree audit of 2007.
  - It had a lot of technical difficulties and had to be taken down.

### 5. Discussion of referrals

- Motion to approve APGS half time position by Glen Perry, 2nd by Donna Wiley.
  - Discussion of the referral
    - Take out the word ‘was’ in the last sentence.
    - Check the title of the committee
    - End the position on the last day of the fiscal year.
    - Vote: all in favor.
- Motion to approve degree audit position by Meiling Wu, 2nd by Dianne Woods.
  - Discussion of the referral.
    - Make clear the consultant contract is to be extended, the contract end date has not been specified. Add a sentence that says until the Fit Gap consultant are on board.
    - Vote: all in favor.
- Update on the Financial Aid Referral
  - Financial Aid representative absent.
  - Rhoda Johnson working on a document to answers questions of the committee. She remains convinced of the original referral dates.
  - Working with Student Financials to help students effected by the 5 term academic year.
  - Mitch Watnik: concerns that stretching payments don't honor the student pledge.
  - Meiling Wu: concerns over registrations calendar dates might affect student aid.
  - Rhonda Johnson to be invited to the next meeting.

### 6. Communication and Announcements

- None

### 7. Next Meeting

- December 4th 2015 from 12 pm to 2 pm in UU 102

Meeting adjourned