Meeting Notes – December 4, 2015 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

**PRESENT**
Diana Balgas, Eileen Barrett, Linda Dobb, Michael Hendrik, Janeesha Jones, David Lopez, Xinjian Lu, ZaNean McClain Lindsay McCrea, Michael Moon, Glen Perry, Veronica Salvador, Jason Singley, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Dianne Woods, Meiling Wu

**ABSENT**
Monica Abruzzo, Jeff Bliss, Julie Glass

**GUESTS**
Debbi Chaw, Mark Karplus, Rhonda Johnson, Julie Wong

**AGENDA**
Motion to accept agenda, vote approved. M/S/P

**MINUTES**
Motion to accept minutes, vote approved. M/S/P

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

Project Directors: Barrett

- **Curriculumog**
  - Donna Wiley and APGS to provide workshops and presentations on Curriculumog, the curriculum software that is now overseen by Sarah Aubert. APGS has demonstrated this software to the associate deans, Faculty Development subcommittee, CLASS and Science curriculum review committees, and they are collaborating with the Faculty Development subcommittee on plans for other means of outreach and training.
  - Curriculumog will be available to use on January 4, 2016.
  - Departments can schedule individual meetings if they need help with curriculumog.

- **Curriculum Reviews**
  - CBE has approved six programs.
  - CS has approved more than 200 courses.
  - CLASS and CEAS are continuing to move forward.

- The committee agreed to the dates for winter and spring meetings in 2016: January 15, February 12, March 11, April 8, May 13, June 10.

- About 40-50 people attended the town hall meeting on the Nov. 19. The Communications subcommittee will work to answer questions that were raised. Faculty continue to have concerns about workload, especially during the transition year.
  - Committee members discussed these concerns over workload was discussed.

- At the Administrative Subcommittee meeting, Angela Schneider reported concerns about the time required to build prerequisites on the quarter system:
  - In order to build prerequisites, the Director of Student Applications (Manual Saldanha) plus two additional business analysts would need to devote considerable time to this project from now until April 2015. Additional time would also need to be spent running the necessary reports on an ongoing basis. A staff member from the Records office may also be reassigned on a part time basis. If these resources could instead be diverted to work on the degree audit project, it would reduce the time
The directors will write a referral to CIC requesting that the work on prerequisites begin with the semester curriculum.

- The faculty working group of the Administrative Support Subcommittee is working on sending referrals to the Senate. They are working with Sophie Rollins to prep the documents before going to Ex Com and then to FAC. So far a total of 8 documents have been sent.
- Faculty who are eligible for assigned time need to send an email to Jason Singley and Amanda Eberhart in order to get the paper work started.

### 2. Report of the Subcommittee

- **Administrative Support Subcommittee (Perry and Salvador)**
  - The committee met on Dec. 3.
  - Committee discussed the amount of work that will be needed next year.
  - Fit Gap is completed and the campus has submitted a response to the Chancellor’s Office. The response will become a key component of the budget.
  - The committee is looking carefully at resources for technical staff.
  - Perry is working with the Chancellor’s Office on where East Bay can find qualified resources. Discussing the possibility of temps from Bakersfield, LA and Pomona continuing work here.
  - The beginning of 2016 each Fit Gap team will meet to discuss how to fill the resource (people) gaps in Fit Gap.

- **Co-Curricular Subcommittee (Balgas)**
  - The committee will meet Dec. 11.
  - Committee members are gathering information from sister campuses to discuss lessons learned about conversion.
  - Items on the next agenda include: college hour, new traditions, and orientation.

- **Communication Subcommittee (McCrea)**
  - Meeting on Monday, Dec. 7 to address questions that came up at the Town Hall meeting.
  - The committee will also discuss lecturer questions and answers.
  - Second issue of the University newsletter was sent out. The topic covered was the student pledge.
  - A student video about the pledge is planned to be out early winter quarter.
  - Working on a plan to visit GE classes in fall and spring to discuss semester conversion.
  - Two staff semester conversion information sessions were held. One will be held next Tuesday for concord staff.
  - A student has been asked to serve on the communications committee.
  - Penny Peak (Director of Alumni Relations) would like the Directors of semester conversion to speak to her office.
  - Michael Moon noted that in the Student Financials Fit Gap there were fewer but larger payments. He has concerns that this message should get out to students now that although the annual cost will not increase, the payments will be larger because the will cover two rather than three terms.
  - In the future possibly have Darrell Haydon attend a meeting to address student financials.

- **Faculty Development Subcommittee (Barret)**
  - The committee will meet on Dec. 9.
  - Committee members are being trained on curriculog.
  - The next meeting members will discuss an idea book for
faculty about teaching on semesters.
- There is a call out from the Senate to Lecturers to replace missing members.

- Student Advising (Dobb)
  - Meetings for this committee have been moved to the new SF building.
  - Possibility of inviting Manual Saldanha to speak about the impact of working on the pre-requisites for the quarter system on the degree audit report.
  - Last meeting had a faculty panel to discuss advising.
  - The next meeting will have a student panel to discuss advising.
  - The committee will look at an example IAP.
  - The goal is to keep the graduation rate improving during the semester conversion process.

3. Reports of Senate and Student Committees

- ASI (Lopez)
  - The student committee on semester conversion will begin meeting once it has 3 more students to make a quorum.

- CIC (Watnik)
  - 15-16 CIC 13 Registration Calendar for Semesters was approved by the committee and sent to Ex Com
  - 15-16 CIC 6: Revision of requirements for a Minor under semesters was approved by the committee and sent to ExCom
  - Committee agreed that the committee as a whole will handle review of all the undergraduate programs for semesters.
  - On the next agenda will be three quarter sequences.

- CAPR (Wu)
  - At the last meeting discussed spaces concerns in the new building with Jim Zavagno.

- FAC (Moon)
  - Looking forward to the referral documents.
  - Committee discussed shorter sessions and how the add/drop periods will be handled.
  - The Steering Committee encourage CIC and FAC to meet with Angela Schneider before any decisions get made.

- FDEC (McClain)
  - The committee wants to continue to stress diversity and inclusion to be at the forefront of curriculum.
  - At the last meeting the committee discussed title 9 issues.

- Time Modules Task Force (Watnik)
  - The committee will meet Dec. 11.
  - Currently three modules are being discussed; when a module is decided on, it will be sent out to the campus community for feedback.
  - The committee is also discussing space use on campus.
  - The engineering Graduate students are developing a module.

- GE (Watnik)
  - Committee is finalizing GE requirements and learning outcomes.
  - Overlays will be handled separately.
  - Some classes in Area F may be moved to Area C3.
  - Dianne Woods wants to continue to motivate the C3 Area to have some activity component. Because of the populations on campus it is important to have students remain active.
  - There is a possibility of continuing clusters in the sophomore year.
  - Questions:
    1) Will Area E also be able to have some of the Area F classes?
    2) Will the GE Subcommittee be designing the freshman
### 4. Executive Fit Gap Summary and Draft Budget

Report given by Veronica Salvador
- Discussed ERP Analysts.
- Topics reviewed
  - Identified gaps
  - Customizations, reporting, and interfaces.
  - Business processes
- Major Modules in Fit Gap
  - Academic advising
  - Academic structure
  - Admissions
  - Financial aid
  - Student financials
  - Transfer cred
  - Technical
- Discussed report format and major key elements of each module and the hours of work (by technical staff here at East Bay and by analysts) needed to complete each task.
- Action Item: Veronica Salvador to send enhancements to Borre Ulrichsen.
- Draft budget will be covered in the next meeting.

### 5. Time Certain with Rhonda Johnson

Discussion of the referral from the Administrative Support Subcommittee on the change of summer from leading to trailing term beginning with the 2017-2018 financial aid year.
- Still wants to have a five term aid year.
- Spoke with representatives from the Federal Financial Aid program (PELL grants), and they will allow for a cross over aid year for graduating seniors.
- The proposed change will not harm students.
- For students who do not have financial aid, will be allowed to extend payments.
- The committee discussed the pros and cons of the various financial aid options.
- Financial Aid Referral:
  - Vote: all in favor of the referral.

### 6. Communication and Announcements

- None

### 7. Next Meeting

- January 15th, 2016 from 12 pm to 2 pm in UU 102
- Meeting adjourned 1:57 PM