Meeting Notes – October 16, 2015 Noon to 2 PM UU 102  
Steering Committee of Semester Conversion

<table>
<thead>
<tr>
<th>PRESENT</th>
<th>Monica Abruzzo, Diana Balgas, Eileen Barrett, Jeff Bliss, Linda Dobb, Mike Hedrick, 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, Diane Rush Woods, Meiling Wu</th>
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<tbody>
<tr>
<td>ABSENT</td>
<td>Larry Bliss, Julie Glass, Nancy Thompson\</td>
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<td>GUESTS</td>
<td>Amanda Eberhart</td>
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<td>AGENDA</td>
<td>Motion to remove an agenda item until next meeting, Motion to accept agenda, vote approved. M/S/P</td>
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<tr>
<td>MINUTES</td>
<td>Motion to postpone minutes, Finalized minutes will be sent to committee for review. Vote approved. M/S/P</td>
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### AGENDA ITEM

#### 1. Report of the Co-Directors

- **Jason Singley:**
  - Introduction of the new members: Monica Abruzzo from staff, Janeesha Jones from ASI, and Michael Moon from FAC
  - The SCD shared documents with sponsors and Senate
    - ASCSC 1 Approval process for referrals, an information item to the Senate
    - ASCSC 2 Funding Model for General Education and Graduation Requirements, approved by executive sponsors and information item to Senate.
    - Request to fund for supporting staff at the college level, approved by executive sponsor.
  - Provost sent out email to all faculty in regards to the 3 unit model instead of a 4 unit model.
  - The fit gap report will be a key component of the budget.

#### 2. Report of the Subcommittees

- Administrative Support
  - Continuing to receive draft deliverable reports and will continue to share them with the Steering Committee. The Steering Committee can participate in the ERP consultations taking place 10/20/15 and 10/21/15.
  - Jason Singley: the reports are difficult for lay readers to understand. Are they clear for the PeopleSoft technicians?  
    - Glen Perry: the reports are guidelines that cover facts, resources and business practices that East Bay needs to be aware of during Fit Gap.
    - Michael Moon: will there be an executive report?
    - Glen Perry: yes, the final document will have a summary section. The final report will have a timeline and it will be used to make the gnat chart and project timeline.
  - Borre Ulrichsen: has concerns about the section in the report that says that 100% of a technical task is to be done by consultants.
  - Glen Perry: technical tasks will not be just given to the consultants.
  - Borre Ulrichsen: wants to say upfront that all technical work should be up for discussion.
Glen Perry: mentioned that in terms of the budget having some tasks done by the vendor may be the best thing for East Bay.

- Co-Curricular Subcommittee
  - Met last Friday 10/9/15
  - Focus of the meeting:
    - University hours and how students use this time. Some discussion of the suggestion that participation in the university hour a graduation requirement.
    - Intercession and using the two weeks as a writing skills boot camp for students.
    - During intercession will there be Library hours for students who stay over breaks.
    - There are two more meetings scheduled for fall quarter.
    - Conversations on advising for summer 17 and 18 as a way to help students graduate before conversion.
    - Discussion on Sacramento State and the Golden Handshake which pays students to finish college. East Bay should plan for summer terms because they are important, and what can the steering committee do to help this move forward.
      - Action Item: Linda Dobb and Eileen to draft language on a plan for more summer offerings prior to semester conversion.

- Communications Subcommittee
  - Moving forward on the University newsletter, it should be out in early November.
  - Committee discussed how to engage the Concord faculty with semester conversion communication.
  - Lindsay McCrea and Eileen Barrett will do a LEEP information session. They would like to work with staff representative Monica Abruzzo.
  - Met with student video producers.

- Faculty Development Subcommittee
  - There are workshops available next week for faculty; two presentations and 3 forms completion workshops.
  - A communique about books was sent out to faculty. Books will be distributed by Amanda Eberhart.
  - Donna Wiley: expressed that during workshops there is still confusion about a detailed course syllabus and asked faculty for clarification.
      - Action Item: Eileen Barrett to contact deans, and chairs about detailed syllabus and will make an announcement at the Senate meeting.

- Advising Subcommittee
  - Four faculty came to get information on EAB.
  - Discussion on compensation for using EAB and its reflection on RPT.
  - Bay Advisor will not be the tool for semester conversion, the degree audit will be the tool for faculty to learn.
  - Diana Balgas suggested that Jason Singley lead a discussion on faculty tools for advising.

3. Report of Senate and Student Committees

- ASI
  - Wants an information session for students.
      - Action Item: ASI president will contact Directors when a date is ready.
  - Has contacted sister campuses about university hour.
  - Is still working on finding a student representative for the time module task force. Once the student is found ASI President to email Michael Hedrick.

- CAPR
  - Met yesterday 10/15/15.
  - Looking at enrollment growth of university
  - Committee to invite Jason Singley to next meeting.
- ExCom
  - Committee has passed: registration calendar, ILO overlays, freshman clusters, and course numbering model.
  - On the next agenda: two referrals from Steering Committee.

- CIC
  - Referral for registration calendar received.
  - Responded to course numbering document.
  - Working with GE committee on general education requirements.

- GE
  - Area C is being discusses during the next meeting. There is a possibility of using area C3 to cover some course from area F.
  - Overlays are on the next Senate Agenda.

- FAC: No report

- FDEC: No report

- Michael Moon: is wondering about the four co-directors. There are two academic co-directors and two administrative directors.
  - Discussion: when did the change happen and has there been an explanation about the title changes? What are the responsibilities of the two co-directors and two administrative co-directors? The academic co-directors also have questions; they have raised this issue with the executive sponsors and expect a clarification on the title changes. This discussion was tabled until this issue is clarified by the executive sponsors.

- Discussion on registration calendar
  - Add/drop procedures and the time frame from 3 weeks to 2 weeks and how the drop period would affect reporting. Is this process unnecessary? There is now a petition to register for late registration. The physical paper works while PeopleSoft is closed.

4. Time Certain: Rhonda Johnson

- Currently summer is the leading term of the academic year for financial aid. Most campuses have the fall term as the leading term for financial aid.

- Now that we are moving to semesters, financial aid is proposing that we make fall the leading term. When summer comes it doesn’t mean that students are ineligible for financial aid it means that they will be able to use whatever aid is left.

- CSU Bakersfield and CSU LA advise to not only to switch to a fall leading term but also to make this switch the year before we move to semesters. This would mean that in AY17-18 fall would be our lead term for financial aid.

- Discussion:
  - Questions and concerns were raised about the AY 16-17, which would be the year we spread financial aid among five terms: summer 16, fall 16, winter 17, spring 17, and summer 17.
  - ASI President agrees with an early transition. If the transition happens in AY 18-19, there is a lot going on and students could get confused.
  - Associate Provost Dobb sees the need to offer as many courses as necessary to encourage students to graduate in the summer of 17 and the summer of 18. The two years prior to conversion are the time we want students to have the most access to financial aid and classes in order to graduate. Can we get more state supported courses in these summer terms?
  - Mitch Watnik: Why not consider shifting the summer to a trailing term in AY 19-20? We understand that there may be problems switching in AY 18-19, the same year as
conversion. But why not make the switch a year later and avoid the possibility that students may run out of financial aid in summer 17, a critical summer for graduating prior to conversion?
- Is there a downside to switching in academic year 2019-2020?

Other issues raised:
- Possible incentives for state support classes in summer terms.
- Self-support versus state support is important to the college departments.
- Possibility of waiving the 17 unit cap.
- University scholarships for students in need, or more funds for students.
- In the 5 term financial aid model, could the campus offer a free summer course to students with 160 units or more?

- **Action Item**: Rhonda Johnson to look into problems that might affect students on financial aid during the AY16-17, the proposed five terms for financial aid year. She will look at more numbers and room in grants for students, and consider the ramifications of making the change during AY19-20.
- The financial aid document to hold until next meeting.
- Brian Cook to possible attend next meeting.

5. Referrals and information items from SDC to Senate

- 15-16 ASCD 1: Semester conversion and the General Education and Graduation Requirements Program.
- 15-16 ASCD 2: Creation of a task force for class session time modules and final exam schedules for semester calendar.
- 15-16 ASCD 3: Revision of 14-15 CIC 10 course numbering regime under semesters
- 15-16 ASCD 4: Semester conversion steering committee and subcommittee and subcommittee membership.
- 15-16 ASCD 5: Registration calendar for semesters

6. Communication and Announcements

- None

7. Next Meeting

- November 6th 2015 from 12 pm to 2 pm in SA 4350

Meeting adjourned 1:48 PM