Meeting Notes – February 12, 2016 Noon to 2 PM UU 102
Steering Committee of Semester Conversion

| PRESENT | Diana Balgas, Eileen Barrett, Jeff Bliss, Larry Bliss, Julie Glass, Mike Hedrick, David Lopez, Xinjian Lu, Lindsey McCrea, Veronica Salvador, Nancy Thompson, Borre Ulrichsen, Mitch Watnik, Donna Wiley, Linda Dobb, Michael Moon, Janeesha Jones |
| ABSENT | Monica Abruzzo, ZaNean McClain, Glen Perry, Dianne Woods, Meiling Wu |
| GUESTS | Debbie Chaw, Audrey Katzman, Carolyn Nelson, Maureen Scharberg, Julie Wong |

AGENDA ITEM

1. Approval of Agenda and Minutes
   - Agenda M/S/A
   - Minutes from the 1/15/16 SCSC meeting M/S/A

2. Report of the Co-Directors
   Report from Barrett
   - Introduction of Maureen Scharberg, Dean of Undergraduate Studies, and Jessica Williams, administrative support for semester conversion
   - Reviews of the GE Funding Proposals are nearly completed. Recommendations will be FWD to the Provost early next week.
   - Jason Singley, who will be assuming his new position as Dean of the College of Science will be stepping down as Co-Director effective 2/15/16. The Provost will work with Ex-Com to identify a replacement. We all appreciate Jason’s leadership.
   - At last count, the Curriculog platform, which we are using for course and program proposals, shows 48 programs and more than 700 courses under some level of approval review.
   - Barrett thanked Provost Nelson, VP Chaw, and VP Wong, the Executive Sponsors, for attending the meeting.

3. Report of Subcommittees
   - Communication subcommittee (Chair McCrea)
     - Pledge video is in early production in University Communications.
     - University newsletter has a SC column, with monthly articles. Most recent edition spotlighted the curriculum transformation planned by the History department.
     - McCrea continues info visits to freshmen GS classes on both campuses
   - Administrative Support Committee (Salvador)
     - Perry is finalizing the timeline and Scope of Work document to be forwarded to the CO.
     - Summer 16-Fall 18 Registration calendar has been approved
     - Discussion ensued about the request from faculty for more information about the conversion to provide to students. Barrett and McCrea will follow-up on these suggestions: Embed the conversion information into the GS syllabus; Provide conversion information at the front screen of the MyCSUEB; Develop talking points for faculty.
   - Co-Curricular Subcommittee (Co-chair Balgas)
     - The CCSC will be reviewing and updating student Q & A.
     - Rhonda Johnson visited the CCSC earlier today and provided information about financial aid issues for students who are transitioning between quarters and semesters.
     - The CCSC has suggested that a survey of students and faculty to 1) increase awareness of the University Hour concept and 2) quantify the support for or against this being part of the time modules moving forward. Balgas discussed the need for a definition of the University Hour.
- **Student Advising Subcommittee (Co-chairs Dobb and Bliss)**
  - At their meeting on Thursday, the ERP consultants from the CO showed committee members the IAP being used at Bakersfield.
  - Discussion about Major vs. GE advisement interface and the IAP Course Scheduler now available. The app interfaces with PeopleSoft whereby the student can create a list of desired courses for a term, add blocks of availability, creating a schedule. Then the schedule links with Registrar.
- **Faculty Development Subcommittee (Co-chairs Barrett and Glass)**
  - The committee is developing an Idea Book using the blackboard platform and organized around teaching strategies of the ILOs.

- **ASI: (President Lopez)**
  - Creating town hall for students
  - Ad Hoc Q2S has yet to convene. Still identifying members
  - Trying to work more closely with student advising to bridge the gap regarding student concerns
  - University Hour (UH): will be surveying students, staff and faculty. Paul Carpenter suggested a floating hour to meet the needs of more students and he mentioned that UH survey should be able to capture the benefits and challenges of a UH and clearly define what it is
- **GE Sub Committee: (Chair Glass)**
  - The learning outcomes are currently on the Senate agenda with approval likely at the Feb. 23rd meeting.
  - Work on the GE overlay SLOs is in progress. Listening sessions on each of the next three Mondays will take place to allow for maximum input from the university community. Individuals can also submit comments/suggestions electronically to Glass
- **FDEC : (Balgas)**
  - Nothing relevant to semester conversion to report.
- **FAC: (Moon)**
  - FAC is working on the referrals from SCD to update documents to the semester system. Moon reports that the merging of the quarter and semester ten-year calendar is in progress. Has contacted the CO to clarify the need for a published ten-year calendar.
- **Ex Com: (Chair Hedrick)**
  - In addition to a vote on the GE SLOs the following are on the AS 2/23 agenda.: 
    - CIC 6: Revision of Minor requirements under semester
    - CIC21: Postponement of enacting prerequisites enforcement
    - CIC23: Bridge course exemptions to moratorium on curriculum changes
    - FAC 17: Recommendations for shorter sessions under semester
- **CIC: (Watnik)**
  - Commended Hedrick and Glass for their work on the GE SLOs.
- **CAPR: (McCrea)**
  - Have on their to do list revision of the program review calendar

### 6. Task Force Report on Time Module and Discussion

- Watnik presented an update on the work of the Time Module Task Force of Ex Com. Four models have been proposed, with two that include a University Hour.
- The task force plans to share the models with standing committees of the Senate and to ASI. Once they have gathered information they will refine the models and make a recommendation to Ex Com to forward to the Senate.
- SCSC did a gallery walk, reviewing each model and providing comments/questions that are attached.
- McCrea will post Watnik’s time module Power point and the four models to the SCSC website

**Meeting adjourned**

**Meeting adjourned 1:51PM**
Comments on the Time Module Models

Model 1:
- Provides similar time modules M-Th for consistency
- University Hour 3:15-4pm M-Th (could be modified to make 1 hour)
- Does not allow for 4 unit courses T/Th between 10am-4pm

Comments:
- The end times of: 07 are confusing
- Need full hour for UH
- The 6:30pm start time is good
- UH is too late
- Friday classes are good
- Times need to be rounded to: 10 or: 15

Model 2:
- Provides similar 3 unit time modules M-Th for consistency
- No UH
- Flexible evening patterns
- Does not allow 4 unit courses M/W 10am-2pm

Comments:
- MA programs work best with 6:30pm starts for working adults
- Evening classes are great
- Moring classes all start at 8am, it needs more flexibility
- A few people like the choice of MW, WF, or MF
- Section 2 has an opportunity for UH
- Sections 5 and 6 are all 2 units but some can be 4
- Not enough MWF courses
- Saturday courses are missing

Model 3:
- 3 unit courses only T/Th or M/W/F
- No University Hour
- Aligns start and end times of courses for easier scheduling

Comments:
- Needs Saturday courses
- Could 3 units on MW/WF
- Needs headers to see days, etc.
- The most flexible
- No 6:30pm start times for evening students
- Missing labs for courses
- Love the break notice but too crowded on Wednesday
- Fewer gaps and better aligned
- We are nontraditional so we need more Friday/Saturday courses for working adults
- Students won’t like so many MWF courses
- Great breaks for evening student transition
Model 4:
- All varieties allowed M/W, T/Th, and M/W/F
- UH T/Th 12-1pm (labs exempt)

Comments:

- Most comprehensive
- Too many 2 unit
- UH hour good
- I love the options
- Allows 10-15 minute break
- Flexible for freshmen
- Best option with UH
- Needs Saturday courses
- This model could be great for Friday courses