**Q2S Steering Committee**

**January 24, 2019, 2:00pm – 4:00pm**

**University Hall 053**

**Attendees** ([sign in](https://drive.google.com/file/d/1zdG9amAbjrNDmeEpK8qH3gI9iWg6_6Oh/view?usp=sharing))**:** M. Ahmed, P. Bungard, R. Chen, R. Chuang, L. Diaz-Rico, J. Grant, N. Jones, G. King, A. Lane, K. Kolehmainen, M. Marx, T. Nelson, T. Provenzano, A. Roman, O. Rosas, C. Seal, C. Stanton, S. Sudhakar, R. Tenczar

Commenced: 2:06pm

1. Approval of [Notes/Minutes](https://drive.google.com/file/d/1zdwEqDAJjr_CR1mWqM2wyraoZ-8bRPEw/view?usp=sharing)

Any changes please send to Patrick by end of business on Friday, January 25, 2019

1. Q2S Central Updates

December Commencement for 2020 has been confirmed; however uncertain if it will continue.

1. Presentation on Exceptions from the Audit (EFA) by Office of the Registrar
   * A question was asked about what the chairs thoughts have been. Most chairs liked the process and are favorable of it.
   * Why can’t the system identify an initiator as approved only for that major? Short answer is there are two systems that do not communicate well.
   * This process will greatly decrease the processing time from the current method.
2. Curriculum Update
   * Stall Report—summary of where programs are within the approval process: [abbreviated](https://drive.google.com/file/d/1ZeQcRF4OSBVH8tD1gqVkw-cBAbXoDwx4/view?usp=sharing) vs. [detailed](https://drive.google.com/file/d/1kwjfbRuC_RPwWZUNOPZU1gOFkOxxwBxN/view?usp=sharing).

* Program Which [Require Action](https://drive.google.com/drive/folders/19VyiaPZj2566NEnbx0muqcEuZ2laIlpw?usp=sharing) in CIM—the process to discontinue doctorate/master/bachelor level programs, minors, and certificates was explained. Suspensions were also discussed as well as the process for either suspending or continuing suspension. If they opt to continue the current suspension, they must make a decision to convert/transform that program by 2020.

1. Post-Curriculum
   * Original due date was 1/31/19; however due to technical details, some information was not released as early as hoped, so the deadline was extended to 2/15/19.
2. Advising Update

Advising committee will resume meeting next week.

* Advising Plans received from all colleges on how to advise quarter completers an those that will be transitioning into the semester.
* Request will go out to programs for 1-Year Road Maps for 2019-20.
* Getting the Word Out—UGS working on some marketing pieces to reinforce Q&S campaign.
* It was brought up that faculty are concerned about advising; specifically, faculty that were not identified in the department’s advising plan, since the majority of all faculty advise to an extent.

1. Technical Update

* Working Group for Course Conversion Guide (crosswalk table) scheduled to be released to advisors and faculty the end of March 2019.
* System Integration Testing (SIT Testing) with end users to begin July 1, 2019.

1. Video/Flyer

* <https://www.youtube.com/watch?v=Ujkzphd1OaM&feature=youtu.be>

1. Subcommittee Updates

Need updated membership roster for Q2S website. Send to Patrick ASAP.

* Advising—nothing additional to report
* Budget—no report
* Communications—UGS and Advising taking the lead with communication.
  + [Quick Facts Flyer](https://drive.google.com/file/d/1bhsmNbGWdHIuAM6i9phDtQUq_txXVE_P/view?usp=sharing) was shared with the group for approval.
  + No Q2S owned social media. Messages pushed through current CSUSB accounts with #CSUSBQ2S.
* Curriculum Development —
  + General Education—all GE courses have been processed and are on to UCC. Pathways are approved with some minor cleanup issues.
  + Question brought up about verbiage in the catalog around programs and the change/approval timelines as they will be substantial compared to previous years.
* Faculty Affairs—working on 120+ FAMs to keep, update, delete.
* Student Administrative Services—met today. Lot of decisions made, and tasks given. University Calendar Committee meeting on February 1 to finalize 2020-21 calendar. Concerns about students adding courses in the semester after the term has started. They may not be prepared as they should be and would like to see a correlation of pass/fail rates and enroll dates.

**Next Steering Committee meetings:**

Thursday, February 7, 2019, 2pm-4pm, UH-053

Concluded: 3:09pm