**Q2S Steering Committee Agenda**

**May 2, 2019, 2:00pm – 4:00pm**

**University Hall 053**

Attendees (sign-in): N. Bellam, R. Chen, D. Chen, J. Fryxell, J. Gilbert, N. Jones, G. King, K. Kolehmainen, T. Nelson, T. Provenzano, A. Roman, O. Rosas, S. Sudhakar, C. Weber, P. Bungard, A. Lane, P. Schram, R. Chuang, L. Bryan

Commenced: 2:05pm

1. [Approval of Notes/Minutes](https://drive.google.com/file/d/1W2VTgT85SxzcBMDDK9jvLphRsUnzSqWF/view?usp=sharing)
   1. Any changes in the minutes need to be sent to Patrick by close of business on Monday.
2. ERPA Consultant Tammy Bradley ([presentation](https://drive.google.com/file/d/1f_6X4gLlnV6A9_HEf_1M5ciyz8VjC8cy/view?usp=sharing))

Tammy discussed how transcript text will appear and then discussed the course conversion guide.

1. Suggestion to include degree and program in verbiage
2. Course conversion guide is dependent upon three things
   1. Complete curriculum approval
   2. Bridging into PeopleSoft
   3. Office of the Registrar manually identifying if each course has an equivalent
   4. End user experience recommendation: 1-1, 1-many, many-1 should link to define what that means.
      1. Hold student focus groups
      2. Talk out loud protocol=having a student walk through what they would do, click, expect, etc.
   5. \*\* August only released to faculty/staff with bigger release to students in September/October.
3. Business Practices ([presentation](https://drive.google.com/file/d/100J4YT7taKn3z0e8j5yWwCyGwO5Rb2ad/view?usp=sharing))
   1. Question what is full-time/maximum units a student could take during summer 2020?
   2. Graduate Studies deadlines
      1. D
   3. Recommendation to advising committee to put on when to file grade check on the road maps
      1. After conversion, filing a grad check will be automated.
4. Replace 2 Faculty-at-Large member ([handout](https://drive.google.com/open?id=1HH98TB54Ua-9lNgoayyIKK84OVAaktod))
   1. Two current members are stepping down
   2. Recommendation to specify a lecture
5. Curriculum Update
   1. [Stall Report](https://drive.google.com/file/d/1pU35QOwfeFD2PA0HcqR5QZ6xlfEGc_xU/view?usp=sharing)/Stale Report
   2. Curriculum Approval Timeline ([handout](https://drive.google.com/open?id=185r7nGmlcYLDsnHh3o_ow0JzrY1fB4gl))
   3. Hopefully a large majority of courses will be approved at the UCC May 16th meeting and forwarded on to Faculty Senate for May 28th to move on to Deputy Provost June 4th.
   4. Would like to have language in catalog state earned credit rather than receive.
6. Advising Update
   1. New Advisors in Place mid-May
      1. One advisor position not filled. Search being conducted.
   2. [Advising Website](https://www.csusb.edu/advising)—all advising. Define Q2S on all stuff.
7. Technical Update
   1. Exceptions from the Audit (EFA)
   2. Course Conversion Guide
   3. PAWS Timeline
8. Subcommittee Updates
   1. Advising—no report
   2. Budget—no report
   3. Communications—no report
   4. Curriculum Development
      1. General Education—going to be professional development offered. Be on the look out.
   5. Faculty Affairs—no report
   6. Student Administrative Services—no report
9. Next meeting
   1. Thursday, May 30, 2019, 2pm-4pm, UH-053

Concluded: 3:52pm