**UGS Director’s Council Meeting Minutes**

**08 November 2017**

**2:00 p.m. – 4:00 p.m.**

**UH-397**

**Attendees:** Maggie Cecil, Iwona-Maria Contreras, James Graham, Barbara Herrera, April Lane, Chris Lindfelt, Ed Mendoza, Cara Pham, Veronica Ramirez-Amerson, Craig Seal, Yusra Serhan, Kristen Stutz, Qiana Wallace

**Special Guests:** Brian Willess

**Absentees:** Camelia Fowler, David Marshall, David Reyes, Faye Wong

1. **Introduction**
   1. *Open Dialogue*

Craig Seal welcomed and thanked everyone for coming. Brian Willess, Director of Orientation/First Year Experience, is present as our guest speaker.

Craig began by providing updates from Administrative Council. The three policies that have been approved include the “Policy on Policies,” “Campus Evacuation Procedure,” and “Privately Owned Vehicle Use Policy.” There are other policies that will be sent out to campus for review and feedback including: “Campus-wide List Serves Policy & Campus List Server Policy,” “Acceptable Use Policy for Electronic Communication,” “Printing Policy,” “Mobile Device Policy and Standard,” “Campus Email Structure and Communication Policy,” and “Travel Advance Policy.”

Craig encouraged departments to review these policies and provide input, specifically with the “Campus-wide List Serves Policy & Campus List Server Policy” and the “Campus Email Structure and Communication Policy.”

There was a chance for everyone to express any updates, issues, comments, questions, etc.

* Yusra Serhan provided an ASI update. They are working on a resolution to increase lactation stations around campus. The Student Union agreed to provide a room for a lactation station and they are in the beginning process to remodel this room. Also, the Student Union Expansion plan was taken to the Chancellor’s Office in Long Beach and was approved. Additionally, ASI is in the process of planning a winter concert in January. More information will come in the near future. Lastly, ASI is funding 10 students to attend the Women Leaders Conference in LA.
* Kristen Stultz stated the SI adjunct classes are now available and online. Students will need to request permission from SAIL to take a class.
* April Lane informed the team that she is busy planning for next summer. They are looking at the structure, the space, and also waiting on guidance from the Chancellor’s Office. The CFS Cohort from this last summer are receiving emails every week informing them what events are going on around campus. In this email there will also be a department highlight or a “Did you know” section. April informed the team that if anyone wants their department or an event highlighted to let her know.
* James Graham stated that he will be co-presenting, Qiana will be presenting and a couple of his ISA’s will be poster presenters at the IE Regional SI Conference at Mt. San Jacinto College.
* Barbara Herrera updated that they have been busy taking in new students to meet with mentors. Currently 400-500 students have been entered into the system to meet.
* Maggie Cecil proudly stated that some of her tutors have submitted proposals for the Southern California Writing Center Conference coming up in March 2018. Additionally, the Writing Center is at around 98% capacity and working to secure overflow space.
* Veronica Ramirez-Amerson has been working on a grant proposal that is due tomorrow to try to get additional funding for foster youth services efforts. This coming weekend EOP is taking a group of their senior Renaissance Scholars to UCLA. UCLA is hosting a conference that specifically focuses on foster youth population and resources that they can benefit from when pursuing graduate schools. The current issue that EOP is facing is the admissions process. There is an application number that is attached to the applicant that is not the same as the Coyote ID and they are working on linking the two numbers so that they can export the data.
* Chris Lindfelt informed the team that MyCAP, our academic planner) is being rolled out. All Advisors and others working with student schedules need to have a training. There is a training on November 17th that is also available by Zoom that Chris recommends everyone who needs to attend participate. Briefly, Chris gave an update that he is asking around to see if any other group would like to join or get trained on EAB. Also, Q2S has a new fact sheet that will be put on the website. Lastly, Chris reported that this year CSUSB is in charge of the CA Collaborative Conference. This is a tri-system conference about how to collaborate the three systems; UC’s, CSU’s and Community Colleges. The conference will be held the first week of March at the Riverside Convention Center.
* Qiana Wallace reported for David Reyes, who was not able to attend. She reported that they had their tutor training this past weekend. There were 17 tutors that showed up and 4 of them were from the new math lab in Jack Brown Hall. The Accounting & Finance statistic tutors now have a space as well in Jack Brown Hall. Tutoring is expanding across campus. Stephen Wentworth went to a Math conference last weekend to learn more about math support and equity. He is getting more involved in the work that they are doing in the Math department and expanding his role as an academic coach.

1. **Review**
   1. *Minutes*

The minutes were sent out to UGS prior to the meeting. If there are any edits that need to be made they should be sent to Cara Pham. The minutes will be posted on the website.

* 1. *Agenda*

The agenda was sent out to UGS prior to the meeting.

1. **UGS Updates**

The November UGS calendar has been distributed and any items for the upcoming months should be sent to Cara.

UGS is adopting a family of 8 for Thanksgiving. A shopping list has been provided if anyone is interested in donating. Iwona is the point of contact and all items are due on November 17th. Additionally, the UGS Dean’s Office is putting up a Thankfulness Challenge wall. This gives people an opportunity to write three things they are thankful for and put it on the wall.

Craig would like to have a student representative from each department to meet as a group and go to lunch with him as an opportunity for him to connect with the students. Each department should send Cara a student of their choosing to represent so this can get scheduled.

Coming up on Tuesday, November 14th is the Spirit of the Entrepreneur black-tie gala at the Riverside Convention Center. Craig has purchased a table for 10 people. There are still seats available for those who are interested.

The All-UGS Winter Luncheon is confirmed for Monday, December 18th from 11 a.m. – 2:00 p.m. at the Shandon Hills Golf Club. This event will include a white elephant gift exchange with a $10 limit. It is requested that staff RSVP to Cara to get an accurate heaf count for the luncheon.

1. **Strategic Issues**

Craig distributed the Academic Affairs Priorities for All UGS for FY 17-18. The Provost is requesting that an update be sent to her each month. Craig will revisit this form with the team at the next meeting.

Craig provided a brief update on the EO 1100 and EO 1110. With the EO1100 we are trying to get an exception because it is nearly impossible to ask to redo the GE in a month. The ideal time to implement this mandate is at the same time as the Q2S conversion. The CO is providing updates on the EO1110 and we are waiting on Math placement guidance. The EML/EPT are now completely eliminated.

Craig stated that the GI 2025 initiative will be discussed further at the next meeting. This is when they will have fall numbers. The C minus policy is still under review. The number of times a student can repeat a course is also still under review.

1. **Action Items**
   1. Make-up Testing

There is continued discussion on make-up testing in UGS. The current idea is that UGS will maintain it the rest of the academic year and then it will be re-evaluated.

* 1. Q2S

A Q2S fact sheet was given as a handout for the team to review. This fact sheet will be distributed after Winter Priority Registration. As we get closer to our fall 2020 Q2S conversion, there is going to be more and more students looking to UGS for guidance to navigate through the process.

* 1. EAB

EAB representatives came back to the CSUSB campus on October 25th and to PDC on October 26th. They met with a variety of groups including the super users, the new users, the potential users, and the management team.

1. **Presentations**
   1. *Orientation/First Year Experience*

Brian Willess presented the UGS Director’s Council with a PowerPoint presentation to provide an overview of his area. They are in the process of reviewing the current orientation process, student enrollment numbers and they have an external review team evaluating the programs. The external review team (NODA) is a consulting service that assess the organizational strengths and then identifies opportunities to improve their programs. They will be creating an executive report. UGS will continue to partner with and support orientation.

1. **Future Issues**

The rest of the fall schedule for the Director’s meetings was provided. There will not be a meeting the week of Thanksgiving. Instead, the remaining meetings will be pushed back a week. After this quarter the Director’s Council will be reorganized.

Other items coming soon include:

* Program Assessment (Develop program assessment protocols for each department/program).
* First Year Experience (Develop an expanded first-year experience model, which leverages SOAR and CFS).
* Paraprofessional Training (UGS onboarding process for professional staff and paraprofessional students).
* Expand alumni connections and program advisory boards
* UGS brand identify.

**The next meeting will take place on 29 November 2017 from 2:00 pm – 4:00 p.m. in UH-397.**