**UGS Director’s Council Meeting Minutes**

**29 November 2017**

**2:00 p.m. – 4:00 p.m.**

**UH-397**

**Attendees:** Iwona-Maria Contreras, James Graham, Barbara Herrera, Nathan Jones, April Lane, Chris Lindfelt, David Marshall, Cara Pham, Veronica Ramirez-Amerson, Craig Seal, Yusra Serhan, Kristen Stutz, Qiana Wallace, Faye Wong

**Absentees:** Camelia Fowler, Ed Mendoza, David Reyes

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

Craig Seal welcomed and thanked everyone for coming.

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

* April commented that she is reviewing the coded memorandum recently put out by the Chancellor’s Office regarding “Implementation Guidance for EO 1110 – Assessment of Academic Preparation and Placement in First-Year General Education Written Communication and Mathematics/Quantitative Reasoning Courses.”
* Faye Wong agreed with April that she was reviewing the coded memorandum as well.
* Nathan Jones informed the team that there are approximately 25 students a day on the Writing Center waiting list.
* Qiana Wallace informed the group that Tutoring has a modified schedule for finals next week and to let the students know that they will be available for extra help.
* Chris Lindfelt conveyed information on behalf of Kristen Stutz that SAIL will be holding a study marathon this Saturday. He also informed the team that MyCAP is turning on for everyone this term.

Craig provided updates from Administration. The main concern and issue that is in discussion is what is going to happen with Early Start. Some things they do know is that it is going to be one or two sessions. Still debating if it is going to be four or six weeks and not sure of the curriculum. Also, there is no developmental math next fall so this is also under review and those students will have to be addressed. There are also discussions on International students, veterans, and athletes who are coming in for winter and spring, knowing that they need a developmental sequence and there will not be one.

The other big push from the Administration right now is GE. It has been a fairly smooth process so far. The Deans will be meeting next week to talk about GE.

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

The minutes will be distributed by email. If there are any edits that need to be made they should be sent to Cara Pham. The minutes will then be posted on the website.

* 1. *Agenda*

The agenda was sent out to UGS prior to the meeting. There was a request to add a Budget item to the agenda.

* 1. *Correspondence*

Craig sent out the Possible 18-19 Tuition Proposal. This is just an alert and nothing has been officially approved.

There was a timesheet reminder that the Friday after Thanksgiving needs to be taken as a Vacation day or Personal Holiday.

The National Survey of Student Engagement (NSSE) will be sending out a survey to students between February 6th and March 6th 2018. Encourage students to participate.

The President has sent out an invitation for all staff to attend a Staff Open Forum on December 8th from 10:00 a.m. – 11:00 a.m. in the Santos Manuel Student Union Theater. Craig encourages all staff to attend.

1. **UGS Updates**

The December UGS calendar has been distributed. After discussion there was a few items that will be added to the calendar. One item is the Advising Institute that will be taking place December 12th, 13th, and 14th. Any additional items for December and any items for the upcoming months should be sent to Cara.

A Satisfaction Survey is in the process of being created on Qualtrics. This is a survey that will be distributed to faculty, staff, and students to have the opportunity to comment and provide feedback on the services that UGS provides.

Craig thanked everyone for providing a student representative from each department to meet as a Student Alliance group and have lunch with him. The lunch took place on November 27th and it was a great opportunity for him to connect with the students. There was great conversation with Q&A and Craig would like to continue to have a Student Alliance lunch meeting quarterly.

The first UGS “Happy Hour with the Dean” is this Friday, December 1st from 5:00 p.m. – 7:00 p.m. at Escape Craft Brewery. An email went out to UGS staff to RSVP to Cara.

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 head count for the luncheon.

Another UGS event that is beginning tomorrow us the First Annual UGS Office Door Decorating Contest. Each office will have the opportunity to decorate their office door by December 8th and then Art students will come around to judge and the winner will be announced at the UGS Winter Luncheon on December 18th.

1. **Strategic Issues**

Craig provided a status update on the EO 1100 and EO 1110. The EO 1100 which is the GE requirement revision and we were granted an extension of execution. The CO is not going to make us fully implement the EO before fall 2020 which will align with the Q2S conversion. The C minus in the Golden Four is going forward. The 306 classes are still under review. They may move out of the GE and into a university requirement.

The CO gave some clarity on EO1110. This is the Early Start Program and the developmental Math and English. There is a matrix of course, GPA, and test scores that determine Early Start requirements. We are starting to project what the numbers will look like next year. Support services are also being looked at to build into an Early Start and First Year Experience program.

Starting January, the budget is going to be re-examined for all of the departments. The current model of rollover is going away so we cannot count on keeping money that was not spent. The intent is to look at any surplus and consider any high-value projects that need to get done. Craig is asking that each department look at projections of where they are likely to be June 2018. Iwona will be working closely with each department for guidance.

The Priority Registration Policy is being reviewed. There is a series of different criteria being evaluated to reevaluate what students will have priority registration.

There will be a 3-day Advising Institute on December 12-14, 2017 for all of the professional advisor from all of the colleges. The goal is to get one faculty member and/or chair from each department. It is an opportunity to work on the advising plans for each department and collaborate to develop relationships and structure. They will be exploring other models that help to understand the student population that we serve.

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

UGS will maintain the make-up testing for the rest of the academic year and then it will be re-evaluated. Amber Claude will be taking over make-up tests for winter and spring quarters.

* 1. Office Space

Currently, Diana Cordero is in the Testing office space while the Tutoring office is under remodel. The Tutoring area and Lab will be closed after finals week for construction. Once the Honors Program moves into the new space when the new residential facility opens, there will be additional space available. The goal is to have SAIL, EOP, and Advising expand between the Testing Office and Honors Program spaces.

* 1. Advising Institute

At the 3-day Advising Institute on December 12-14, 2017 is for all of the professional advisor from all of the colleges. The goal is to get one faculty member and/or chair from each department. It is an opportunity to work on the advising plans for each department and collaborate to develop relationships and structure. They will be exploring other models that help to understand the student population that we serve.

* 1. Report Card

Craig has developed a report card that will be on Qualtrics as an opportunity for UGS staff to anonymously provide feedback on his performance as the Dean. He is asking that people also include a suggested benchmark and proposed developmental plan as part of the feedback. This feedback will be valued and used to improve services.

1. **Future Issues**

Other items coming soon include:

* AA\_Priorities\_17-18\_All UGS
* Program Assessment (Develop program assessment protocols for each department/program).
* Coyote First Step/Early Start/SOAR (Pilot revised programs Summer 2018)
* 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 13 December 2017 from 3:00 pm – 4:00 p.m. in UH-237.**