**UGS Director’s Council Meeting Minutes**

**14 February 2018**

**2:00 p.m. – 4:00 p.m.**

**UH-397**

**Attendees:** Victoria Argot, Maggie Cecil, Camelia Fowler, Matt Markin, Cara Pham, Veronica Ramirez-Amerson, Craig Seal

**Absentees:** Iwona-Maria Contreras, Chris Lindfelt

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.

* Veronica stated that they are continuing to process the EOP applications for the upcoming cohort. EOP is also planning for their Summer Bridge Program. There are some EOP Alumni Chapter events coming up. The 6th Annual Golf Tournament will be Saturday, March 24th at Jurupa Hills Country Club. In May there will be another fundraising event with a Paint Night. Lastly, one of the Greek organizations chose EOP to raise money for at an event and they were able to dedicate just under $6,000 to EOP.
* Matt announced that this week is Coyote Advising Week where there are peer advisors walking around campus and announcements made on Social Media to meet with their advisor. Also, Advising is partnering with Rec Sports and they are tabling there to provide information and encourage students to see their advisor. Advising has placed advising holds and super senior holds so there is a lot of foot traffic coming through the office. Evelyn Knox partnered with the Career Center to hold an Undeclared Hold Workshop with about 80 students who attended. Students had to meet certain criteria and attend certain workshops to get their holds removed. The 4-year pledge students now have to submit educational plans in order to stay in the program. Matt is giving them one extra quarter to get these in to avoid being dropped. A Qualtrics survey has also been sent out to the college advisors to get their feedback about the 4-year pledge. Lastly, the CA Collaborative Conference is coming up on March 5th and 6th. This is a huge collaboration event with the CSU’s, UC’s and Community Colleges. There are 400 people registered and 60 people on the waitlist.
* Cam stated that Honors has just completed their new brochure. They are finishing up the Spread the Love PB&J Food Drive for the Den. Honors will be tabling at the Study Abroad Expo collecting donations and giving away luggage tags. On March 17th they will be taking 50 Honor students Whale Watching. David and Cam are currently meeting with students who are on probation. There were approximately 56 students placed on probation this quarter. Any student below a 3.3 GPA is placed on probation and they have two quarters to bring it up or they are removed from the program. Lastly, they are working to schedule spring classes.
* Victoria reported that SAIL is currently planning for their Student Recognition Reception which is happening on May 7th. They are also planning for their Study Marathon for the end of the quarter. SAIL is no longer admitting new students, except by referral from a staff member or faculty. Lastly they are working on their APR (Annual Progress Review). This is what they submit to the Department of Education showing that they have met the outcomes of the program.
* Maggie stated that they are close to hiring an ASA for the Writing Center. They have finally offered the position to a prior student and they have accepted. Additionally, they have finished all the interviews that they are going to do for the new tutors. They have selected tutors and grad assistance. The SCWCA (Southern California Writing Center Association) presentation the tutors are doing is coming up in two weeks. There has been a lot of collaboration with PDC. They now have a Zoom station they can use to link to the San Bernardino campus and schedule appointment times. Lastly, some of the students are putting their professional development time to provide workshops.

Craig provided the directors on Administrative/Provost/Dean’s Council updates. The GI 2025 initiative and Q2S conversion is an ongoing topic of discussion. For GI 2025 there are a couple new Administrative Procedures. One of them going to senate and is requesting to lift the cap units for students. Currently, there is a 17 unit cap and it is being recommended that the cap be changed to 20 units. The second is the Grade Repeat policy and this is also going to senate. Right now students can repeat a class three times. Now after the second time there will be a hold and they will have to see an advisor. MyCap is now live. There are going to be a couple of upgrades in the summer and then there is going to be a really big push to use MyCap.

1. **UGS Updates**
2. *Staff Positions*

* *EOP Assistant Director (MPP I) –* This position has been presented to cabinet and it is believed that there is enough support to move forward with hiring.
* *A&AS Executive Coordinator (SSP IV)* – This position has to move forward with a modified title. It cannot be called an Assistant Director but it can be called an Executive Coordinator.
* *PLUSS Director (MPP II)* – This position still has to go to cabinet but Craig is hoping it will be approved and the potential candidate can officially accept and start.
* *CFS Coordinator (SSP III)* – This position has been filled. Aurora Vilchis has been offered and has accepted. She will be starting on February 19, 2018. Her office will be in the Dean’s office to start since she will be working closely with Craig, Iwona, and Cara.

Craig would like to have all of these positions filled and locked in before the budget cycle ends.

1. *Budget Update*

Iwona is working on the mid-year reports. Once the reports are received we can look at where we are at in terms of spending. VETI funding is available, departments will need to attend the training and can apply for first time project funding needs, such us (ex. Zoom lab, computers, iPad’s, etc.).

1. *Space Update*. The first thing to come is the Advising & Academic Services remodel. The next remodel will be in EOP. Honors Program will get their keys to the new residential on June 1st. They will be moving in one July 31st and then up and running by September 4th.
2. *AA\_Priorities\_17-18\_ALL UGS*

The Academic Affairs priorities and status update is due by March 2, 2018. Please send to Craig as soon as possible.

1. *UGS Committees*

There was discussion about creating UGS Committees and who should be a member of each committee.

* ***Strategic Planning*** – This would be all of UGS. This could be a 1-2 day session in the summer.
* ***Space Allocation*** – The thought is that this would consist of the UGS Directors.
* ***Assessment***– This would be all of UGS, and could start with an annual report, looking at our numbers and the impact of programs.
* ***Budget*** – This would include each department, formalizing the current meetings with each administrative office.
* ***Advancement*** – This Committee would include all of the departments that need opportunities for fundraising (e.g. EOP, Honors, SAIL, PLUSS).
* ***Marketing, Advising, Staff Development, and Student Paraprofessional Development*** – This committee would consist of a member from each UGS Department.

This will be an ongoing topic of discussion, regarding specific committees, charge, membership, and expected outcomes.

1. **Discussion**
2. *Summer Work Schedule*

The summer is approaching. The standard is a 4 10 hour days (7am-5:30pm, Monday-Thursday). However, departments have some flexibility (considering a 5/40, 4/40, or 9/80 schedules). As long as the office is covered there is some flexibility.

1. *Parking Services*

If your department is having an event where you believe parking fees should be waived or it was waived in the past, provide a short write up and send it to Craig. Craig will send the request to VP Freer and he will review it case by case.

1. *2018-2020 Bulletin of Courses*

The course catalog needs to be updated. Changes for each department needs to be sent to Craig as soon as possible.

1. *UGS Winter/Spring/Summer Staff Events*

* Happy Hour with the Dean is on March 16, 2018
* Poverty Simulation is on April 27, 2018
* Happy Hour with the Dean is on June 1, 2018
* Family Picnic will be in the Summer

1. **Future Issues**

Other items coming soon include:

* Coyote First Step/Early Start/SOAR (Pilot revised programs Summer 2018)
* First Year Experience (Develop an expanded first-year experience model)
* Paraprofessional Training (UGS onboarding process for professional staff/students).
* Program Assessment (Develop program assessment for each department/program)
* Expand alumni connections and program advisory boards
* UGS brand identify (continue meetings with our student marketing team)