**UGS Director’s Council Meeting Minutes**

**14 March 2018**

**2:00 p.m. – 4:00 p.m.**

**UH-397**

**Attendees:** Maggie Cecil, Iwona-Maria Contreras, David Marshall, Eduardo Mendoza, Cara Pham, Veronica Ramirez-Amerson, Craig Seal, Kristen Stutz

**Absentees:** Chris Lindfelt

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

Craig Seal welcomed and thanked everyone for coming.

Veronica asked for an update on the administrative procedures that are on under review. The administrative procedure on list-serves and email is one that has been a big focus with the administration. The campus email procedure would have all campus business on campus email. The BB list-serve has three options; 1) Put BB on a Microsoft product. 2) Keep it as it is now. 3) Move it to Google. There is going to be a process where the campus community can add their feedback.

The GI 2025 Transparent Polices & Procedures committee are in the process of being approved. The one that has been approved is Timely Graduation, changing or adding majors/minors that go beyond 120% of unit totals requires approval of UGS. Other procedures under consideration include Unit Overloads (permitting up to 20 units per term without requiring a form), Course Repeats (limiting a course repeat to 2 attempts and grade forgiveness to 18 units), and Priority Registration (with a small subset in priority I, but others in priority by class). Craig will re-send these administrative procedures back out to UGS.

Craig provided a reminder of some items that are coming up along with deadlines.

1. The updates for the 2018-2020 Bulletin of Courses are due on March 16th. Iwona is working with Craig to approve the catalog courses for next year.
2. The deadline for the final fall 2018 schedule production is this Friday, March 16th.
3. The 2018 Examples of Excelencia call for nominations are now open through March 23rd.
4. The Q2S Advising Plans were submitted from departments and are currently being reviewed. On April 6th the plan is to bring the departments (faculty) and advisors together to re-look at the plans and provide feedback.
5. The 2018/19 division budget requests are due to Iwona by April 16th. Craig will have to present to the Provost if of new items or one time funding that we would like to be permanent funding.
6. EAB is coming back on April 17th and April 18th. The schedule of sessions will be sent out soon. This is a chance to regroup and bring other groups into the fold.

There was a chance for everyone to express any updates.

* Veronica Ramirez-Amerson stated that EOP is working diligently to adhere to their admissions targets. They are working on their summer bridge planning. EOP was selected to be highlighted for the Faculty/Staff Campaign. Additionally, they are working on proposals and end of the year reports. EOP is having a couple fundraisers if anyone would like to participate. On Monday, March 19th they will be having their Alumni Mixer at Pizza Hut and they will host their 6th Annual Golf Tournament on Saturday, March 24th.
* David Marshall said that the Honors Program is working on the admissions process. They moved up their timeline for applications originally due June 1st to now being due on April 1st. Admissions believes that they will have somewhere around 400 applications. Honors will be at Coyote Connect on Saturday, March 17th in order to continue to promote the Honors Program. During the week of spring break they will be taking 55 honor students to San Diego for an overnight trip. Today they have been celebrating PI Day. David went on a tour of the new facility and they have moved the move-in day for Honors to come to July 23rd.
* Maggie Cecil informed the team that schedules are completely full for in person and online appointments.
* Ed Mendoza reported that the CA Collaborative Conference was very successful. Ed also hosted meetings with other directors from other CSU campuses the couple days following the conference. Ed has had many conversations on how to re-design SOAR Orientation and it comes back to the same structure. The changes that are going to happen is that instead of having a separate general session and a college session, they will be combining these two sessions into one session. There have been questions on if transfer students can register while they are at the SOAR Orientation. It has been agreed that they will be able to register on day 2 of priority 1 registration. Lastly, the construction for the Advising & Academic Services offices has started.
* Iwona Contreras stated that for the budget, period 9 (March) should be updated on the spreadsheets. Strategic plan funds are being eliminated as a class code. The Marketing Team is promoting UGS departments to students at different locations around campus. Lastly, the construction of EOP will take place after the construction of Advising & Academic Services.
* Kristen Stutz reported that SAIL has their Study Marathon on Saturday, March 17th. Their Zen Den is also in effect through the end of finals. Lastly, they are preparing for their recognition reception on May 7th.
  1. *Dean/Administrative/Provost/Dean’s Council Updates*
     1. Q2S is in progress.
     2. GI 2025 is our main focus and will shape our strategic and assessment plans moving forward.
     3. There is an issue with the GE C category. The problem is subdividing the C category into specific disciplines, which may not be permitted with EO 1100 revised. Those discussions are ongoing on whether we keep our structure moving forward or we have to comply with the Executive Order and have the broader C category (per EO 1100 revised).

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.

1. **UGS Updates**
2. *New Staff Welcome*
   1. Wendy Takahashi started at EOP as an Administrative Support Coordinator.
   2. Aurora Vilchis started as the Early Start/CSF Coordinator and is located in the Dean’s Office.
   3. Alyssa Zaragoza started as an Administrative Support Assistant in the Writing Center.
   4. Sara DeMoss will be starting April 2nd as the PLUSS Director. Her office will be located in the Library.
3. *Calendar*
   1. March – Happy Hour with the Dean will be on March 16th at Escape Brewery in Redlands.
   2. Coyotes Connect is Saturday, March 17th. This is a promotional event for Admissions. UGS will be tabling at this event.
   3. EOP Alumni Association Golf Tournament is March 24th at Jurupa Hills Country Club. UGS has purchased 4 tickets for a team if anyone is interested in attending.
   4. Poverty Simulation will be held on April 27th. Dean Seal would like to see all staff and students to participate. Offices can close during this time. This 3-hour workshop is a powerful experience intended to expose participants to the realities and challenges faced by families living in poverty. Volunteers are also needed.
   5. June – Happy Hour with the Dean will be on June 1st at Escape Brewery in Redlands.
   6. Family Picnic will be in the summer. We are looking to have it on July 19th. More information will be provided as it becomes available.
4. *Writing Requirement Exemption Exam (WREE)*

There is discussion on if the WREE exam should continue to be offered. It is going to start to wind down and then Craig will meet with the Provost for the final decision. It is in the catalog so at this time we are obligated, but it will be taken out of the 2018-2020 catalog. It is more beneficial for the student to take the class. If we did keep it the time period would be just for the Q2S conversion and then it will fade out so eventually it will not be offered.

1. **Discussion**
2. Craig will be sending the AA\_Priorities\_17-18\_ALL UGS back out to UGS and requests that directors provide updates.
3. UGS Committees
   1. Assessment is going to be the main focus for next quarter. David Marshall has agreed to lead this initiative. It is requested that Joanna Oxendine also be included. David would like each department to come up with a research question that they would want answered and then David can work to help collect that data. Everything comes back to GI 2025. UGS needs to be able to show progression or at least be able to explain results. UGS can use this information to show value and tell that narrative.
4. Craig would like to put out a UGS Annual Report which would include assessment.
5. **Future Issues**
6. Paraprofessional Training (UGS onboarding process for staff/students).
7. Program Assessment (Develop program assessment for each department/program)
8. First Year Experience (Develop an expanded first-year experience model)
9. Expand alumni connections and program advisory boards

Assessment is going to be the main focus for next quarter.