

- Veronica informed the committee that the Chancellors Office finally released the new EOP portal, Cal State Apply, to help expedite the application process.
- Supplemental Instruction is also in the final stages of their new website design. Last term SI started piloting an SI learning community style professional development for SI leaders and it will be rolling out fall quarter. They are in the process of hiring for fall. James and Qiana met with IR to redesign the data dashboard since they have a full academic year worth of data for the first time.
- Kristen stated that SAIL's new website is up and running. The new website has an "Apply to SAIL" button which is great addition. SAIL has their Orientation coming up on September 18th from 12:30 – 4:00 p.m.
- Lastly, Chris Lindfelt informed the team that he is working on the California Promise. The state has now promised that transfer students, enrolled in the program, who come in with all of their lower division requirements, can graduate in 2-years. For first time freshman enrolled in the program, they are guaranteeing that if they meet certain requirements that they can graduate in 4-years. Now the university is accountable for this and if the students do not graduate after they sign up and do everything on their end, then the university pays for their education.

b. *Correspondence Review*

Craig Seal briefly reviewed the attachments that he sent to UGS. The UGS Kick-Off flyer was sent out. This will be a potluck brunch and will take place on Monday, September 11th. The potluck sign-up will be in the Dean's office. Other handouts and attachments that were sent include a document on "Decision Markers for Academic Student Issues 2017-2018," an email from Human Resources requesting staff to inform them of their educational achievements, an email from Student Affairs requesting calendar events that are student oriented, the Chancellor's Office draft of EO1110, the template for Academic Affairs Divisional goals for departments to complete, and information pertaining to the HIPS Conference and a summary of HIPS.

II. Review

a. *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.

b. *Agenda*

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

85 **III. UGS Updates**

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a. UGS Structure

Craig updated the team on UGS changes. April is now directly reporting to Craig for CFS. The direction of what is going to happen to the Testing office without ELM/EPT is being reviewed and discussed. There is also discussions on Tutoring, SMP, and SI merging and under the direction of Qiana.

b. Calendar of Events

It was asked that all departments send events that they are having to Cara Pham so that one calendar of events for UGS can be created and distributed.

c. Professional Development Conference (e.g. AACU)

It was requested that anyone interested in attending the AACU Conference in San Diego in March 2018. Proposals are due on August 25, 2018.

d. HIPs Call for Proposal

Craig also states that the HIP in the States Conference is coming up in February 2018 at CSU Dominguez Hills. The call for proposals for this conference is due on October 1, 2017. This conference focuses on high-impact practices. Anyone interested should let Cara and Craig know.

e. Deputy Provost (Dr. Clare Weber)

The Deputy Provost has started August 14, 2017. Craig will be meeting with Dr. Weber weekly. The structure is where Dr. Seal and Dr. Beer will report directly to Dr. Weber and Dr. Weber will report to the Provost. Dr. Seal will meet with Dr. Beer monthly. Craig gave Dr. Weber an open invitation to also attend the UGS Director’s Council Meetings as she is available.

IV. Strategic Issues

a. EO 1110, Co-Requisite Education, and EML/EPT Update

The EO 1110 was distributed to the committee. This is something that everyone is encouraged to read. This is a major shift and will be impacting many areas of UGS. It is regarding the assessment of academic preparation for the placement in English and Math courses and the use of pre-bachelorette developmental coursework. The EML/EPT will go away after September. Starting fall 2018 we cannot offer any more than 1 unit of non-bachelorette developmental coursework during the academic year (2 units for summer early start). English will not be affected too much as they have directed self-placement and stretch courses. Math is going to be in the spotlight. . Math is already piloting a co-requisite course for this fall.

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b. *HIPS Summary*

Information was forwarded to all of UGS. It is something to get familiar with since it is something that the President and Provost are asking about and is a focus of our office.

c. *CFS Update*

CFS is finishing up the first week of Session 3. There have been great feedback and great participation in the study sessions.

d. *UGS Goals 17-18*

The UGS goals need updating for 2017-2018. It was asked that departments start to think about these goals and bring thoughts to the next meeting. Some of the preliminary goals discussed:

- Identify community engagement opportunities
- Establish a sustainable budget
- Expand services, staff and space
- Dedicated professional development for staff and students
- Program evaluation/assessment plans
- Comprehensive promotion/marketing strategy
- Integrate PAES/Honors
- Expand alumni connections
- Expand career center partnerships (internship opportunities/career testing)
- E Advising
- One-stop shop for student success services (integrated services)
- Interdepartmental communication plan
- Review priority registration, GE roadmaps, and course selection
- Connections throughout student life cycle (sophomores, juniors, and seniors)
- Leverage UGS into SOAR, Early Start/CFS
- Yearlong orientation program
- Certifications

e. *Values, Mission, Vision and Strategies*

Each department was asked to come up with values, missions, visions, and strategies for their unit. There are still some departments who need to send their documents to Cara Pham electronically so she can finish compiling them into one document.

f. *Marketing Review*

Iwona and her student is in the process of finishing up the 1:1's with each unit to help market their departments. There is one Undergraduate Studies and these are the services that are provided. A UGS Quick Guide is being developed.

170 g. *Budget Update*
171 Iwona Contreras reported that the 2017-2018 budget baseline has been loaded.
172 The request for rollovers has been approved. Unfunded needs were submitted and
173 most of those were denied. Iwona reminded everyone that rollover funds cannot
174 be used for permanent positions. It can only be used for temporary staffing.
175 Also, permanent salaries cannot be transferred to the supply line permanently.
176 Additionally, there is a special code that is required for all hiring at PDC.
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178 V. **Future Issues**

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180 a. *Career Services & First Year Experience*
181 There is webinar that anyone interested from UGS is invited to attend. It is being
182 paid for by the Provost's Office and is titled, "Career Services & First Year
183 Experience: Meet Career Goals & Reach Placement Targets." The webinar will
184 take place on August 22, 2017. More information will be sent out via email.
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186 b. *Parking Services & CSU Apply*
187 Craig has reached out and invited two guests for the September 27, 2017 UGS
188 Director's Council Meeting. Thomas Gaffery will be informing the committee
189 about the new policies for Parking Services and Rachel Beach will be educating
190 the team on CSU Apply.
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192 c. *UGS Paraprofessional Training*
193 Any known UGS Paraprofessional Training dates and events should be sent to
194 Cara so that she can add dates to the calendar and inform Student Affairs when
195 necessary.
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197 d. *Giving to UGS*
198 UGS alumni will be added to the list of individuals to reach out to in regards to
199 giving to UGS.
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201 VI. **Action Items**

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203 The next meeting will take place on 30 August 2017 from 2:00 – 4:00 p.m. in UH-397.
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