

1 2			UGS Director's Council Meeting Minutes 30 August 2017				
3			UH-397 from 2:00 p.m. – 4:00 p.m.				
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5 6		Attendees: Victoria Argot, Maggie Cecil, Iwona-Maria Contreras, Cam Fowler, James Graham, Barbara Herrera, April Lane, David Marshall, Ed Mendoza, Cara Pham, Veronica Ramirez,					
7			es, Craig Seal, Qiana Wallace, Faye Wong				
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9	Abser	ntees:	Chris Lindfelt				
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11	I.	Intr	roduction				
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13		Ċ	a. Open Dialogue				
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15			Craig Seal welcomed and thanked everyone for coming. He reminded the staff to				
16			notify and consult with their teams if anyone is planning to work an alternative				
17			schedule. The top priority is that students are being served and offices are open.				
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19			Craig updated staff changes that are occurring within UGS. April Lane reports				
20			directly to Craig on CFS. Barbara Herrera, James Graham, David Reyes, Amber				
21			Claude, Diana Cordero, and Stephen Wentworth (SMP, SI, and Tutoring) are				
22			working together as a unit under the supervision of Qiana Wallace. The intent is				
23 24			that this will be a model for interdepartmental collaboration. The Testing Office is being transitioned out. Cam Fowler will be partnering with David Marshall in				
24 25			the Honor's Program and Carina will be helping with the transition and then				
26			coming to support the Dean's Office. Cam will provide a list to departments of				
27			alternative testing sites for students who have questions.				
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29			There is going to be an opportunity for space reallocation. This is something that				
30			departments can start to think about and evaluate. Staff should share their				
31			suggestions, requests, and concerns with Craig and/or their department lead.				
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33			Craig informed the team that Iwona and he are meeting with the Deputy Provost				
34			next week to talk about budget. The baseline has been loaded and the rollover is				
35			coming but has not been loaded. Once the rollovers are loaded departments need				
36			to look at their budgets and decide if they have enough funding, excess that can				
37			go to other departments, or not enough. All requests for unfunded needs should				
38			be detailed with an explanation and then sent to Iwona. Next year discussions				
39			about budget will start as early as April/May.				
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41	There was a chance for everyone to express any updates, issues, comments,
42	questions, etc. Craig informed UGS that they filled the position to lead the PDC
43	Student Success Suite.
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45	• Veronica shared that the proposal that they had written was funded and they
46	will be receiving \$12,000. After discussion with various VP's across campus,
47	MOU's will be signed with the County Department of Education Office and
48	Child Family Services. They are hoping that this program will be a feeder to
49	potential Renaissance Scholars with the hope of getting them graduated in 4-
50	years and debt free.
51	• Qiana was happy with the result of transition meeting she had recently with all
52	of SI, SMP, and Tutoring. There was great collaboration.
53	• April reported that the final day of CFS is August 31 st after their final exam.
54	The Call Center will close as well on August 31 st at 5:30 p.m. She is working
55	with the external evaluator from Cobblestone to prepare the evaluation report
56	for the Department of Education. There will also be a final debrief meeting in
57	the next month or two. There is a process for students receiving final scores.
58	It was suggested that students who need schedule adjustments be identified so
59	that EOP, Advising and other departments can reach out to help them adjust
60	their class schedules.
61	• Maggie stated that they are finishing up summer tutoring and preparing to
62	send reports to professors next week. The Writing Center will be conducting
63	interviews for fall hires.
64	• Kristen reminded the team that they are still accepting applications for SAIL
65	up until orientation on September 18 th . The website has an "apply here"
66	website. Julia Munyandamutsa from the SAIL office was promoted to
67	Supervisor Counselor. This year SAIL is hiring a part-time STEM coach.
68	This person will be teaching the organic chemistry series for 10 hours a week
69	and the other 10 hours he will be focusing as a STEM coach to the non-at-risk
70	students who are in a STEM class. They are starting a mentoring program.
71	They will be hiring first generation students. They will be participating in the
72	Peer Mentor/Peer Advisor Professional Development sessions on September
73	14 th and 15 th . Lastly, SAIL will be hiring a Graduate Counseling Intern to
74	work mostly with at-risk students on psycho-social issues.
75	• David Reyes informed the team that summer tutoring is slowing down and
76	they are getting ready for fall.
77	• Cam stated that October 31 st is the last day that their office will be a proctor
78	site. She will be sending out a list of alternative sites of where students can
79	take the tests that were offered in the past.
80	• Barbara has a MSW intern for the first time. She has been at SMP for two
81	weeks and has been conducting a lot of research. They are also setting up
82	guest speakers for the mentoring training. Lastly, the SMP Open House is
83	September 19 th .

84			• Faye informed the team that after a meeting it was decided that EO1100 will
85			not affect EAP at this time. EAP will remain the same. Placement will be
86			based on ACT, SAT, and EAP. Measures will be released December
87			2017/January 2018 to inform what students will be measured on.
88			• Iwona stated that there has been some furniture moves and rearranging in
89			various offices. The door in the computer lab leading to Honors has been
90			removed and a solid wall is being put up so that printers can be placed along
91			the wall. The printers will be hooked up to the university system for Coyote-
92			One-Cards.
93			• David Marshall reported that they had chosen 80 students including the PAES
94			scholars for admission into the Honors Program. They chose these 80
95			students. However, recently it was decided that all 114 students will be
96			admitted in fall. Honors is gearing up for their fall retreat which will be on
97			September 20 th . Lastly, PAES is being tied to Honors and UGS from Student
98			Affairs.
99			• Ed and Advising & Academic Services is finalizing the list of majors that is
100			going to be part of the CA Promise. SOAR is finishing up tomorrow, August
101			31 st .
102			• James stated that there have been some shifts in terms of additions to SI.
103			There are allocations of funding coming from different places across campus
104			which is helping SI to be able to expand.
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106		<i>b</i> .	Correspondence Review
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108			Craig Seal briefly reviewed the attachments that he sent to UGS. Convocation is
109			September 18 th and Craig encourages everyone to participate. Other handouts and
110			attachments that were sent include a document on the "Congressional Internship
111			Program," information on the "SACNAS 2017" conference, the Chancellor's
112			Office draft of EO1110, and information pertaining to new parking policies and
113			other events coming up. The list of physical inventory was provided. Although
114			UGS can locate 85% of their inventory, which is higher than most departments,
115			Craig requested that we try to locate the missing equipment and better track the
116			equipment that is being purchased for the future.
117			equipment that is being parenased for the fatare.
118	II.	Review	W
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120		а.	Minutes
121			The minutes were sent out to UGS prior to the meeting. If there are any edits that
122			need to be made they should be sent to Cara Pham. The minutes will be posted on
123			the website.
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125		b.	Agenda
126			The agenda was sent out to UGS prior to the meeting.

127	III.	UGS U	Updates
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129		а.	UGS Structure
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131			Craig stated that until the UGS structural transitions have taken place, the UGS
132			Director's Council membership will remain the same.
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134		<i>b</i> .	Calendar of Events
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136			It was asked that all departments continue to send events dates, times, and
137			locations to Cara Pham.
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139		С.	UGS Marketing
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141			Iwona has met with all but 2 of the UGS departments for marketing. Brochures
142			and quick guides are being approved by Strategic Communications. Iwona
143			informed the team that UGS will be participating in the Late Night at Rec on September 19 th from 7:00 p.m. to midnight and asked anyone who is interested to
144 145			email her.
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140		d	UGS Open House
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149			UGS will have a two day Open House on September 27 th and 28 th so that students
150			and the campus community can stop by and to learn about the services that are
151			provided.
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153	IV.	Strate	gic Issues
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155		а.	EO 1110 and EO1110
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157			The EO 1110 was distributed to the committee. This is something that everyone
158			is encouraged to read. This is a major shift and will be impacting many areas of
159			UGS. It is regarding the assessment of academic preparation for the placement in
160			English and Math courses and the use of pre-baccalaureate developmental
161			coursework.
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163			Additionally, the Chancellor's Office put out another Executive Order, 1110, a
164			week later. The new GE plan for Q2S should comply with EO 1110.
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166		<i>b</i> .	UGS Goals 17-18
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168	The UGS goals need updating for 2017-2018. It was asked that departments start
169	to think about these goals and bring thoughts to the next meeting. Some of the
170	preliminary goals discussed:
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172	• Identify community engagement opportunities
173	• Establish a sustainable budget
174	• Expand services, staff and space
175	• Dedicated professional development for staff and students
176	Program evaluation/assessment plans
177	Comprehensive promotion/marketing strategy
178	Integrate PAES/Honors
179	Expand alumni connections
180	• Expand career center partnerships (internship opportunities/career testing)
181	• E Advising
182	• One-stop shop for student success services (integrated services)
183	Interdepartmental communication plan
184	• Review priority registration, GE roadmaps, and course selection
185	• Connections throughout student life cycle (sophomores, juniors, and seniors)
186	Leverage UGS into SOAR, Early Start/CFS
187	Yearlong orientation program
188	Certifications
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190	There was time given to discuss these goals in small groups and come back as a
191	whole to provide feedback. There were edits made and the new list will be
192	distributed at the UGS Fall Kick-Off Brunch Potluck so all UGS staff has an
193	opportunity to review and make suggestions.
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195	c. Values, Mission, Vision and Strategies
196	Each department was asked to come up with values, missions, visions, and
197	strategies for their unit. An All-UGS document has been provided for review.
198	Action Items
199 V	Action items
200 201	The next meeting will take place on 13 September 2017 from 11:00 am – 1:00 p.m. The
201	location will be provided at a later date. This will be a combination lunch meeting with
202	EAB representatives who are at CSUSB for a two day onsite visit.
200	Line representatives who are an escope for a two day onsite visit.