



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.  
44

- 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<sup>st</sup> after their final exam.  
54 The Call Center will close as well on August 31<sup>st</sup> 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<sup>th</sup>. 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<sup>th</sup> and 15<sup>th</sup>. 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<sup>st</sup> 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<sup>th</sup>.

- 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<sup>th</sup>. 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<sup>st</sup>.
- 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.

105  
106 *b. Correspondence Review*

107  
108 Craig Seal briefly reviewed the attachments that he sent to UGS. Convocation is  
109 September 18<sup>th</sup> 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  
118 **II. Review**

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120 *a. 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.

124  
125 *b. Agenda*

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

127 **III. UGS Updates**

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129 *a. 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.

133

134 *b. 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.

138

139 *c. 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  
144 September 19<sup>th</sup> from 7:00 p.m. to midnight and asked anyone who is interested to  
145 email her.

146

147 *d. UGS Open House*

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149 UGS will have a two day Open House on September 27<sup>th</sup> and 28<sup>th</sup> so that students  
150 and the campus community can stop by and to learn about the services that are  
151 provided.

152

153 **IV. Strategic Issues**

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155 *a. 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.

162

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.

165

166 *b. 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:

- 171
- 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
- 189

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.

194

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

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  
202 location will be provided at a later date. This will be a combination lunch meeting with  
203 EAB representatives who are at CSUSB for a two day onsite visit.