Semester Review Task Force Committee Meeting
Thursday, October 25, 2012
Admin 409, 8:30 a.m. – 10:00 a.m.

I. Communications and Announcements:
   a. Welcome by Rachel Fernflores
   b. Meeting Agenda

II. Campus Meetings & Workshops Updates:
   a. Three campus meetings and two workshops conducted to date.
   b. Campus meetings are very challenging. Attendees sometimes need to vent, which is understandable. Not many students attending meetings. Not getting the attendance needed for such a weighty topic. Better use of time going to meet with groups who want to discuss conversion, so chair has proceeded to do so.
   c. Two meetings arranged during Parents Weekend. Handful of parents attended first meeting. No one attended second meeting.
   d. Belief among staff it is not productive to attend campus meetings because they believe the decision has already been made.
   e. Workshops are going well. Nice cross section of attendees. Good responses and learning a lot hearing from all constituents.
   f. Senate workshop was constructive. Consistency of concerns.
   g. Rachel to meet with several groups, including the Cal Poly Band and club presidents.
   h. Provided committee with individual and group responses from 10/18 and 10/19 workshops.
   i. Rachel to establish briefcase in Zimbra to share files with committee.

III. Documents distributed:
   a. Pros/Cons list emailed to committee.
      i. Policy implementation.
      ii. Series of questions need to be developed for President.
   c. Need clear definitions, goal, and evidence.
   d. Define transformed curriculum. Funding issue.
   e. Provost advises we have to be able to create/merge programs if we were to convert.

IV. Discussion topics:
   a. Student Affairs developing a pros/cons list.
   b. Need a team to work on pros/cons list based on feedback.
c. Schools take 2-3 years to plan. Time is needed to drill down on all pros/cons on a detail level. This is needed to make a commendation.

d. Need to create Guiding Principles.

e. Survey results will be in by mid-November.

f. Need to determine if there is something about Cal Poly that fits having shorter terms. Is the quarter system a marketing tool for CP? What is it about each system that makes one better than the other?

g. Conversion could be mandated on us. President interested in contingency plan should we proceed.
   i. Domino effect if converting: facility space, labs.
   ii. The depth we need to go requires a lot of time for such a short turnaround.
   iii. CSULA had one year to create document.

h. Our recommendation can be we need more time to make a decision, but we should have enough information to make a decision (for, against, n/a).

i. We can clarify costs by noting on document ‘more information and/or funding may be required.’

j. Report will not be vetted by faculty before going to President – task force is charged with submitting to the President.

k. ASI and Academic Senate will see the report and the President will meet with each group.

l. Request made for President to meet with staff group. Staff seem open to discussion and conversion.
   i. Betsy to connect with Helen Bailey on this request.

m. President would like to know what the campus community thinks about converting prior to the new Chancellor taking office.
   i. Good to have proactive analysts.

n. President has not heard a compelling argument yet why the quarter system makes Cal Poly.
   i. Rachel conducted an identity exercise spring quarter as a strategic planning exercise: What is key to Cal Poly over time? What has to be the same? What has to be true in 2020?
      1. Responses included Learn By Doing across the board.
      2. Two groups said LBD and figure out how LBD figures into the semester system with future challenges.
      3. No one mentioned quarters as an identity to Cal Poly.

V. Updates from committee members:

a. Academic Affairs creating subcommittee to focus on all administrative areas (costs, timeline, advisors, technology systems, etc.).

b. Semesters good for Athletics.

c. Semester system better schedule for interns and co-ops.

d. ASI Recreation Center may have staffing issues on semester system during breaks.

e. Assumption we are term based vs. session base system. Must clarify.
f. Catalog freeze until conversion is done.

g. Systems conversion: Systems need to be built after curriculum is changed. Needs to be part of timeline.

h. Industry outreach update.
   i. Survey sent to industry advisory group (50 people). 6-7 replied in 4 days.
      1. Industry pick best schools and students, not school systems. They will continue to recruit no matter the system.
   ii. Survey sent to recruiters (70 people).
      1. They delay recruiting because of quarter system. Employers willing to make adjustments for Cal Poly students.
   iii. Report with findings forth coming.

i. ASI Outreach survey with three questions. Will provide update report at next meeting.

j. Campus wide survey in the works. Will be sent out after 11/6 vote and accessible for response for approximately 10 days.

VI. Adjournment: 10:00 a.m.