Semester Review Task Force Committee Meeting  
Tuesday, November 20, 2012

I. Agenda  
a. Approve October 25 minutes  
b. Formatting reports  
c. Updates on report work  
d. Meetings next week

II. Minutes  
a. Approval of October 25 committee meeting minutes.

III. Format of final report  
a. Use common font for all documents.  
b. Word format.  
c. Documents provided in briefcase.

IV. Report updates  
a. ASI Semester Conversion Outreach Summary presented by Katie Morrow.  
   i. ASI surveyed 1,000 students. Asked each student 3 questions.  
      1. What do you like and dislike about the quarter system?  
      2. Do you think any of the elements that you like about the quarter system could be adapted into a semester system?  
      3. What opportunities could semesters bring to our campus?  
   ii. ASI was able to connect feedback based on college, major, year and involvement with campus.  
   iii. Denoted feedback as either strength of semesters (S+), strength of quarters (Q+), a weakness of semesters (S-), a weakness of quarters (Q-).  
   iv. Participating students appreciated being able to talk about the topic.  
b. Alumni who receive the Alumni Newsletter were informed the SRTF was created and they could submit their comments on the considered conversion. Approximately 200 emails were received.  
   i. Emails categorized into overall responses: Pro Semester, Pro Quarter, Neutral, Awaiting Cost Justification before Deciding.  
   ii. Preliminary results: 88% Pro Quarter, 5% Pro Semester, 4% Awaiting Cost Justification before Deciding, 3% Neutral.  
   iii. Many comments. Overall comment, “if it isn’t broke, don’t fix it.”  
c. Campus Survey resulted 400 pages of comments, which will be divided up between committee members to review and flag for identity of people (human subjects), inappropriate language and noteworthy comments.  
   i. Campus-wide survey basic metrics.
1. Breakdown of where survey takers read the survey (Google, Yahoo, Zimbra, Other), where they responded from (off-campus, national, international) and on what platform (mobile devices, Apple, Windows, iPhone, iPad, iPod, Android, Blackberry, Linux).
2. Lots of comments provided.
   a. Some confusion over what the semester system would be.
   b. People think the President has made a decision and not taking into consideration the opinions of others.
   c. Teacher/Scholar model is most important factor, not system.
   d. Employer Survey sent to 70 employers, 50 responded to date and most were called.
      i. Employers pick schools, not systems when hiring. As long as Cal Poly stays a premiere institution, they will work with university.
      ii. If the university takes risk, we better have a great outcome.
   e. Provost/Registrar/Staff/IT/Admin & Finance/Academic Senate Curriculum update includes breakdown on assumptions, timeline, systems costs, curriculum conversion costs, advising/evaluation costs, expected needs post conversion and other costs.
      i. Other universities did not necessary record all costs as noted in this report.
      ii. Need to provide background on cost assumptions and some costs cannot be assumed at this point.
      iii. Part of cost would be part of regular job.
      iv. GE not folded into numbers as it will be revamped as we go through curriculum.

V. Discussion
   a. ASI survey is a balanced report and does not jive with campus survey responses, which are not as balanced.
      i. Need to note context in ASI report.
      ii. It was hypothetical, not yea/nay response.
      iii. This was not a survey, but an outreach effort.
      iv. ASI did not conduct report for task force, but for the students.
      v. Findings need to be framed better for recommendation report.
   b. Some students may be short a course or units for a grad program. Semesters may impact students’ qualifications and perhaps this should be taken into account in recommendation.
   c. Rachel to meet with Provost Enz Finken next week. Josh to join meeting. Discuss value of GE and what changes are already scheduled for GE.
      i. We don’t necessarily need a calendar change to change GE/curriculum.
      ii. Josh to provide Rachel with summary.
   d. Request for President Armstrong to attend last committee meeting if he is available.
VI. Meetings next week
   a. Sub-group Committee Meeting Tuesday, November 27
   b. Sub-group Committee Meeting Wednesday, November 28
   c. Last campus community meeting is next Thursday, November 29 in Chumash 204 (left wing). President Armstrong and Provost Enz Finken to attend and have Q&A session with attendees.

VII. Meeting adjourned 5:00 p.m.