I. Agenda
   a. Draft report items and timeline
   b. Summaries
   c. Updates on reports
   d. Committee discussion
   e. Committee final comments
   f. Survey review

II. Draft report items
   a. Folder created in briefcase for reports.
   b. Appendices folder created in briefcase.
   c. Resolutions folder created in briefcase.
   d. Comments folder created in briefcase.
   e. Please send all updated report pieces to Rachel in word format by noon Monday, December 3.
   f. Goal is to have report done end of day Thursday, December 6 – can meet following week if need to finalize then.

III. Some of the summaries to be included in report.
   a. Advising
   b. Alumni comments and updates
   c. Provost/Registrar/Staff/IT/Admin & Finance/Academic Senate Curriculum group
   d. Advancement
   e. Accreditation
   f. ASI admin staff
   g. ASI outreach
   h. Cabinet survey results
   i. Employer survey results
   j. Lab facility piece
   k. Semester/WTUs
   l. Student Affairs (two pieces)
   m. Survey and summary
   n. Guiding Principles
   o. Merits/Demerits
   p. Pros/Cons lists (multiple)
   q. Student Success and enhanced service (opportunity cost)
IV. Updates on reports
   a. Cost Estimate for Curriculum Conversion
      i. Need a highly trained ASCC for conversion.
   b. Summary of curriculum discussion initiated by chairs of the Academic Senate Curriculum Committee and the General Education Governance Board with faculty and staff.
      i. This was done independent of the ‘Quarters to Semesters’ conversation and not contingent to the calendar system.
   c. Quarter to Semester Comparison of Reported Cost Estimates update.
      i. Compared to Cal State Los Angeles, CSU Pomona, Ohio State, University of Cincinnati and Rochester Institute of Technology.
   d. Provost/Registrar/Staff/IT/Admin & Finance/Academic Senate Curriculum update with revised dollar reduction overall.
      i. Took contingency out. Will note on report.
      ii. Can and cannot compare conversion cost with PeopleSoft implementation costs.
      iii. Report to be written in narrative form and include range of costs and notated where needed. IT to plug in data to report.

V. Discussion
   a. Graduation rates and impact
      i. Short term drop expected
      ii. Hard to attribute rates to change
      iii. Long term neutral
   b. Figures in all reports need to reflect consistency and explanation.
   c. There is a potential impact to fundraising if faculty are working on conversion. Less time is spent working with donors, which impacts incoming funds.
      i. RIT advised we have to allow planning time and be extremely clear on the process.
      ii. We can create a list of what items/areas/programs would be affected.
   d. Rachel to meet November 29 with club presidents in Chumash before last open campus meeting.
   e. Resolutions have been received, some unsolicited. Two resolutions addressed to task force, one to president.

VI. Survey Review (flag identity – human subjects, profanity and important comments). Provide comments to Rachel as soon as possible.
   a. Adam, 1-22
   b. Andrew, 23-45
   c. Betsy, 46-68
   d. Cem, 69-91
   e. Derek, 92-114
   f. Doug, 115-137
VII. Meeting adjourned 5:00 p.m.