Present: Debra Jackson (Chair), Adriana Sixtos, Elaine Correa, Gilverto Herrera, Lisa Zuzarte, Seung Bach, Liora Gubkin, Todd Mcbride, Melisa Medina-Cruz, Yolanda Moreno, Christina Hernandez, Vikash Lakhani, Marta Ruiz (Admin Support)

Absent: None

Action Items:

- E. Correa will check with the advisors and get clarification on the question to ask and bring it back to the next meeting.
- L. Zuzarte will send screenshots of the legitimate errors to the SSN as a heads-up to Faculty and Staff.
- M. Medina Cruz will create an email to send these attachments for PD to the SSN.
- M. Ruiz will invite Dr. Dwayne Cantrell to the next meeting scheduled on April 27th, 2020.

Meeting starts 2:00 pm

Withdrawal Extension - The Academic Senate approved to extend the last day to withdraw from classes for a serious and compelling reason from April 6, 2020, to May 1, 2020.

- The definition of “serious and compelling reason” for Spring 2020 had been expanded to include “reasons related to the change to alternative delivery in Spring 2020 or related to the California COVID-19 shelter at home order.
- The Provost wants to make sure students know that withdrawing from classes is not their only option. There is technology, food healthcare available for the students who need it, please share this information with the students. We want to encourage the students to stay in school if it is possible.
- The Provost wants them to know the consequences of withdrawing from classes after Census Day (February 17, 2020)
  - Dropping a course after Census Day will result in a W grade appearing on your transcript. This does not affect your GPA. CSUB students are limited to a total of 18-semester units of “W” grades. Requests to allow additional “W” units beyond the 18-unit limit must be submitted to the Academic Petitions Committee. Students are still responsible for pro-rated fees for complete term withdrawals.

CR/NC extension and procedures – Date has been extended to May 1, 2020. Students who wish to opt for the CR/NC grade option for one or more of your courses for Spring 2020, must complete and sign the required Credit/No Credit Grading Request Form and email it to cr-nc@csub.edu by May 1, 2020.

- Please note that not all courses are eligible for the CR/NC grade option.
- This email will be answered by an advisor at the AARC but directed according to what your preferences are for each of the student centers.

Email Handling

- Arts and Humanities: Questions from any AH major will be forwarded to the AH Advising Center for handling per their request
- Business and Public Administration: Questions from BPA majors will be handled by AARC. When in doubt, the AARC will contact the BPA advisors.
- Natural Sciences, Mathematics, and Engineering: Questions from other NSME majors will be handled by AARC. When in doubt, the AARC will contact the NSME advisors.
  - Questions from Nursing majors will be forwarded to Eva de Leon.
Social Sciences and Education: Questions from SSE majors will be handled by AARC with all responses cc’ed to Yvette Morones. When in doubt, the AARC will contact the SSE advisors.

Student-Athletes: Responses to questions from student-athletes will be cc’ed to Melisa Medina Cruz, if she is not the correct advisor, she will get the questions to the correct advisor. When in doubt, the AARC will contact Natasha Harris.

Veterans: Responses to questions from veterans will be cc’ed to Katie Schneider. When in doubt, the AARC will contact Katie Schneider.

International Students: Responses to questions from international students will be cc’ed to Sonia Silva. When in doubt, the AARC will contact Sonia Silva.

Honors Students: Responses to questions from honors students will be cc’ed to Denise Romero. When in doubt, the AARC will contact Denise Romero.

Once the student has secured the advisor approval

- if the request is for only one course,
  - The advisor indicates their approval/denial, cc’ing Christina Lopez (mlopez196@csub.edu) so that the request can be processed.
- If the request is for more than one course
  - The advisor indicates their approval/denial, cc’ing the Associate Dean of their major/discipline on their response.
  - The Associate Dean will give the final approval/denial, cc’ing Christina Lopez (mlopez196@csub.edu) so that the request can be processed.
- The Registrar’s office will notify the student via email that we have received their request along with their request status (approved/denied).
- The catalog states Credit = C or above C- = No Credit

To preserve a record of the letter grade a student would have earned if they had not opted for CR/NC. The registrar office will enter the letter grades that the student earned, then peoplesoft will run a process for those students who completed the appropriate paperwork to convert those letter grades to CR/NC. This will allow to preserve a record of what the grade is, in case the students want to reverse the decision in the future.

- Decisions about whether to count a CR/NC grade for a major or minor requirement or as a course pre-requisite is at the discretion of the relevant department.
- There has been no talk of telling students that the decision can be reversed.

CR/NC and extension for withdrawal deadline memo will be going out this week from Provost Harper.

Documentation of grading change basis - E. Correa asks how will advisors know that this happened, in a few years down the road?

- L. Zuzarte we are not changing academic policy; all we are doing is changing the date for students to opt for the CR/NC basis. There are no addendums to be put in place for the 2018-2020 catalog.
- G. Herrera- Will there be an explanation of the extension in the catalog? Just so there is a record for future reference and documentation purposes.
  - D. Jackson- The student is choosing CR/NC and the implications of choosing CR/NC is also something the student is choosing, there is no exception to be made for them. They’ve decided that they want a credit rather than fulfilling a degree requirement, the fact that they are choosing on April rather than choosing in February should not make a difference, the degree requirements are still unchanged.
  - E. Correa will check with the advisors and get clarification on the question to ask and bring it back to the next meeting.

Recognition for Advisors - E. Correa wants to know if there is a way can say thank you and recognize the advisors for the work, they are doing in supporting students during this time. Suggests sending a card or something that shows the appreciation.
D. Jackson – Thinks it would be a great thing to come from an advisor’s supervisor, which would mean the Associate Dean for each of the schools or even the Provost.

Registration extension - D. Jackson has not heard from D Cantrell, it sounds like we are still hanging on this decision.

Update on Registration of Athletes – G. Herrera asks in the past there was a list that was sent out with the errors, now with alternative delivery what is the process for Athletics and how are they going to take care of these errors?

- SSE - Have the students contact advisors at SSE. No error sheet will be sent from athletics and SSE will CC M. Medina Cruz on the email sent to students.
- A&H have the students contact their designated advisor.
- NSME have the students contact their designated advisor.
- BPA have the students contact any advisor at BPA.

Shopping Cart Validation error message – Students are seeing error messages while currently preparing for registration and adding courses to their shopping carts. The Validation error causing most stress and confusion is the potential problem message. There is a bug in the validation error message set, all 23 campuses are facing this, and the CO has a fix scheduled for the summer or early fall. Lisa is working with ITS to migrate a temporary fix; the earliest date of migration will be the evening of April 20th. ITS wants to ensure that Fall 2020 registration, scheduled to begin April 20, is not impacted in any way.

- L. Zuzarte will send screenshots of the legitimate errors to the SSN as a heads-up to Faculty and Staff.

PD ‘Best Practices - Webinar on Demand – D. Jackson has a NACADA Free Webinar and a Reference guide for Successful Zoom meetings, she will email them to M. Ruiz to forward to the committee.

- M. Medina Cruz will create an email to send these attachments of PD to the SSN.
- M. Medina Cruz, we will do this webinar as our personal PD and will go back to others when things are not as busy.

Follow on Grants – D. Jackson states all the proposals for GI 2025 funds and the entire GI 2025 committee, and all the activities associated are on while we get through this period. The Provost will hold off on funding the grants until this period is over.

G. Herrera asks about multiple measures. Dwayne Cantrell will be invited to the next meeting to discuss multiple measures.

Adjourned: 3:20 pm

Next Meeting Monday, April 27, 2020