YRO Operations Workgroup
Minutes from November 26, 2003 Meeting

Present: Swanson, Blake, Glasmire, Favila, Trigales, Hall

Guest: Emelina Logan

Absent: Barrick (excused), Ramos (excused), Norton (excused), Entrican (excused)

Invitation to Register

Trigales reported that she had met with the Publications and Design staff about the invitation. She reported on cost estimates for two-color and four-color postcards for 15K and 20K quantities. We agreed to go with the two-color post card in the same format as last year for an estimated cost of $1,821 (20K). When adding the postage, the total cost should be within the $5K allocation. The theme will be “plan ahead, move ahead” and the ladder to success will be removed. A few other changes will be incorporated to include more important information (e.g., the semester registration code for CASPER). Trigales will ask for a proof to review at our next meeting (January 14), so we can finalize the text and design in time for an early March mailing.

Summer 04 Web Pages

Glasmire reported that Sheila Orman had reviewed the Faculty/Staff FAQ and made some minor changes. Glasmire will provide the updates to Favila.

Glasmire asked about the Student FAQ. Hall indicated that she thought the changes were made except for some revisions that Norton wanted to make. Since Norton was not at the meeting, Hall agreed to follow-up and submit the revisions to Favila.

All other Summer 04 web pages are up and are linked via the “Class Schedule” button on the CSUS home page.

Summer 04 Course Offerings

Glasmire reported that the course proposals for each college had been approved and that departments have been creating the courses in SIS+. The departments have until December 5 to complete this. After December 5, departments can only make changes through Favila’s office. Hall has placed a “tickler” on her calendar to make sure the CAL table is set up correctly prior to the start of CASPER so departments will be able to add students to classes, but not make changes to the class schedule. Glasmire noted that most colleges are offering about the same number of courses as last year, with the exception of ECS (fewer courses) and BUS (more courses). The projected FTES for Summer 04 is virtually the same as Summer 03.

Academic Calendar for 04/05 and 05/06

Glasmire reported that the Faculty Senate had approved traditional academic calendars for the 04/05 and 05/06 college years. This means that any move to a trimester calendar with a longer summer trimester would not occur, if at all, until the next calendar cycle (06/07 and 07/08). Since the Spring 06 calendar has been approved, the earliest possible date that the Summer calendar could be lengthened would be Summer 07. The only changes made to the 04/05 and 05/06 calendars were the ending dates for the Fall CASPER cycle. Glasmire will send these
changes to Hall and Trigales to make sure they are correct before the president approves the calendar.

**Special Session Terms (Spring/Summer or pre-Fall)**

Glasmire introduced Emelina Logan from CCE who had asked about the term values to use should CCE define a Special Session for the Spring/Summer or Summer/Fall period. Glasmire reported that the possibility of a Spring/Summer Special Session (late May to the end of June) was pretty remote based on a recent conversation with Alice Tom, but a pre-Fall (late July to early September) Special Session might be more of a possibility. The reason for considering these Special Sessions is to accommodate demand for specialized, stand-alone, sets of courses that could not be offered as FTE-generating courses in the regular terms (due to budget reductions and enrollment caps). To the extent that demand cannot be accommodated in the regular terms, CCE may develop self-support options for these Special Sessions in consultation with the college deans. The audience would be limited, primarily to specialized groups of students who would take only the Special Session courses (e.g., off-campus degree cohorts). Hall reminded the group that the original term values were set to distinguish between regular FTE-generating course offerings in the numeric terms (the exception being the “Y” term for summer YRO) and alphabetic term codes for “extension” terms (operated by CCE). We agreed that the old “3” term value that was originally reserved for summer could not be used for any of the new terms, because it has only one translation. Any change to the translation value to reflect something new would change all of the historical terms, which won’t work.

Hall suggested that we might consider using the existing term values, but flag the Special Session courses differently to reflect their “credit-bearing” nature. Another suggestion, particularly if the Special Session were defined with beginning and ending dates that overlap existing term boundaries, was to redefine (extend) the boundaries of the alphabetic terms and then define Special Sessions with different beginning and ending dates within the overall term boundary.

Swanson suggested that there might be some financial aid implications for the Special Sessions if the courses were used to establish financial aid eligibility. It could involve a different disbursement schedule for students taking these courses. This will need to be looked at carefully as these Special Sessions are considered.

We agreed that there wasn’t any urgency with respect to a defining a Summer/Spring Special Session for this coming summer, but that more discussion was needed as CCE, Academic Affairs and the Deans consider these programs for the future.

**Next Meeting**

The next meeting (scheduled for December 10) is canceled. I have set up a meeting schedule for January through August. Please mark your calendars for the 2nd and 4th Wednesdays of each month starting January 14, from 1-2 PM. I don’t have a location yet. I’ll confirm it with you later. The January 14 meeting will be to review the proof for the Invitation to Register postcard. If there are any other agenda items for the next meeting, please let me know.

Meeting adjourned at 2:00 PM.