

Campus Systems Users Group (CSUG) – March 12, 2013 Meeting Notes

Members Present: Christina Baltazar, Julia Chan, Adria Edwards, Loren Edwards, Kathy Elkins, Michael Galant, Toni Haley, Tracey Haney, Katrina Hermoso, Gilbert Hernandez, Gary Lo, Natalie Lockhart, Mark McKellip, Juan Mejia, Terry Molano, Timothy Mozia, Yvette Nava, Cecilia Patz, Helen Remigio, Gentry Robertson, Ormond Rucker, Martin Simpson, Lisa Stallworth, Shelby Stueve, Michelle Taylor, Brian Thiele, Rakesha Thomas, George Toy and Frances Twillie

The meeting was chaired by Brandy McLelland, Director of Student Information Services and Registrar

System Updates

Admissions – Michelle Taylor

- Still accepting applications for graduate and transfer students for the Fall 2013 semester; deadline is March 15th
- Open for Summer 2013; deadline is March 16th and March 29th for all documents

Advising – Loren Edwards

- Cohort Management Program partnering with major departments
- UAC will present at the NACATA conference; first time for CSUDH

Class Schedule – Yvette Nava

- Fall 2013 on the website first week of April

Course Catalog – Tracey Haney

- Catalog for 2013-14 in production; no print will be available but that may change
- Requests for updates will be distributed by March 19th

Continuing Education (CEE) – Timothy Mozia

- Spring 2013 Intersession registration starts March 18th
- Summer registration starts on March 25th
- Class schedule is available online
- 2nd session will be 5 weeks

EOP – Katrina Hermosa

- April 27th is the recruitment session
- Commitment survey distributed to over 450 students

Financial Aid – Juan Mejia

Impact of Sequestration on the Title IV Student Financial Assistance Programs

- No impact to the Federal Pell Grant Program
- Cuts to Federal Supplemental Educational Opportunity Grant and Federal Work-study Program will occur in the 2013-2014 award year.

- Origination fees increased for Direct Subsidized/Unsubsidized Loans and PLUS Loans.
- TEACH Grant Program - Reduced award amount for any grant that is first disbursed during the time the sequester is in effect.

Human Resources – Rakesha Thomas

- Huge data cleaning may cause some issues
- Lots of promotion opportunities available; check website
- Recruiting for Associate VP for HR
- New Payroll Manager, Julie Chan from CSU Francisco joins CSUDH

Student Financials – Cecilia Patz

- Call for increase of campus fees has gone out
- Decision may come at the end of March; would be effective Fall 2013

Transfer Credit/Advising – Brandy McLelland

- In the process of filling this position
- Contact Carolyn Veek for assistance

Technical – Gary Lo

- MPA 8.0 to 8.3 will post on April 2nd
- Needs to be tested

Presentation: Early Start Program 2013 by Martin Simpson

- **The Early Start Smart page is active for all freshmen meeting the following criteria:**
 - Freshman that have completed their “Intent to Enroll” with CSUDH
 - Need to take the ELM/EPT or,
 - Received scores of (less than 50 ELM) and (less than 138 EPT)
- **Early Start Smart page updates include:**
 - A link has been added for disabled students.
 - CA Dream Act students now qualify for Early Start fee waivers.
 - Students will only be allowed to participate in Early Start at their destination college or other CSU’s.
- Students wishing to complete remediation requirements at California community colleges will need to seek advising from the CC and University Advisement to ensure that the correct course(s) are completed and transcripts are received before the start of the Fall 2013 semester.
- **New Optional process:** CSU’s now have the option to mass assign the “destination campus” as the campus of ESP participation for students that have not updated their Smart page by the specified deadline.
- **May 1st** – Early Start English and Early Start Math registration begins.
- **July 1st** – Early Start English and Early Start Math courses begin.
- **July 15th** – Deadline to complete the Early Start Smart Page **AND** Deadline for Early Start English and Math registration

- As courses are completed and graded, we will work with ETS to have Early Start grade/scores sent to destination campuses for all service students. During this period we will also receive grade/scores from campuses that serviced our freshmen students.
- People Soft processes have not changed

Presentation: Skype Interviews by Gilbert Hernandez, Human Resources Management

- **Benefits of Skype:**
 - Interview qualified candidates outside of LA County, state, or country
 - Speed up the process of recruiting for positions on campus
 - Face to face interactions with candidates as opposed to phone interviews
 - Easy to access and utilize
- **The Skype Room:**
 - HR conference room is a suitable size for most recruitment teams to interview and seats 10 total
 - Equipment provided by HR includes dedicated computer with overhead projector, condensor microphone, and web camera
- **Capabilities with Skype:**
 - **Premium level Skype account gives us the ability to:**
 - Have up to 10 people join the conversation online
 - Record all conversations and send to missing recruitment team member(s)
 - Screen sharing with anyone on Skype
 - File sharing over the conversation for sending written questions or tests to interviewees
- **Guidelines:**
 - Schedule a date at least two weeks in advance to use the skype room
 - Be sure all people connecting via Skype have downloaded the latest version
 - Exceptional internet connection is a must for uninterrupted service
 - Set up a date to contact the candidate prior to the interview date to test for optimum performance
 - Designate a committee member to initiate and end the skype calls
- **Precautions:**
 - Audio/video delay
 - Feedback loop

Next meeting: Tuesday April 9, 2013 at 10:30am in the LSU