

California State University
SAB AGENDA #1 - with minutes/notes **Thurs., Sept. 27, 12:00 in aula magna**

General:

1. 2018-19 Student Advisory Board Election Results - CONGRATULATIONS:

Architecture: Pomona –Julie Valle **SLO** – Chealsie Navarte

History (History & Classics, Art History, SSC, Political Science, etc.): Trent Garrett

Italian Studies/Literature: Capri Valdez

Studio Art : Richard Gliozzi

“At Large”: Cassandra Yeam

Secretary: Elizabeth Aguilar

The secretary’s role: Elizabeth will take notes during each meeting. Connie will send the SAB agenda by email to Elizabeth, who can then write pertinent comments/notes under each point or section regarding eventual decisions or news to report. This SAB report must then be sent to Connie, who will share it with the Director and Refugio. Once finalized, it will be sent by email to all students and posted on the CSU Web Site, to give all students a summary of our meetings and decisions.

2. Group Housing: feedback, housing concerns and other problems during your first week in Florence

Hotel distance from the center of the city gets students into walking Florence. Food provided was varied and had many filling options to choose from. Definitely to repeat for future students.

3. Orientation: organization, City tour, feedback, suggestions

Meetings were helpful and informative. Some meetings could have been cut shorter or combined with other meetings, especially some mandatory meetings could have been condensed. Suggestion: have as many mandatory meetings as possible in one week and the optional meetings the following weeks. Suggestion: combine meetings in the future if possible.

Sunday city tour: Tips for the city given were extremely helpful especially the local tips given. The tour taking place on Sunday was a good day to do the tour, it wasn’t too long or short. Marcello was a great tour guide.

4. Site visits to Santa Croce and the Museo del Opera del Duomo by Marcello Bellini – **Feedback.**

Marcello is 10/10 best tour guide. Should definitely keep these informative tours for future students.

5. Wireless update – Ref

Still dealing with the privacy laws and making a couple changes, thus delaying the distribution of the certificates to students via email. Each student is receiving their unique certificates and passwords. Please be patient!

6. CSU Library volunteers – we need 2/3 student volunteers in the library to offer longer library hours. See Paola if you are interested

Need student volunteers to fill in the gaps in the library during the fall semester after Paola leaves (usually after 15:00/3 PM). Paola is part time.

Once registration ends, students will better know their class schedule and know when they will be available to volunteer. Library will be closed after 3PM if there are no student volunteers.

7. Upcoming Meetings/Lectures/Events – “What’s Happening at CSU?”:

° Review **“What’s Happening” Oct. 1 -5** with all SAB members (copies for all):

° **Movie night on Mon., Oct. 1, oil appreciation classes** on Tues/Thurs, **Zotti cooking classes**, etc.

October 1: Film “A Room with a View” in Italian with English subtitles

Oil appreciation classes start on Tuesday, if there are not a minimum number of students signed up, class may be cancelled.

°Friday, Sept. 28, 9 am, aula magna: Mandatory general meeting for all students. Bring your original Passport. Kit distribution to all students then walk to Post Office at 9:15 am (with Paola & Italian teachers) to turn in kit, with application and other documents requested, plus do passport control directly. 4 windows available. Students who do not attend this meeting will have to process their Permesso di Soggiorno alone and will have to see Paola for their Kit and information as to how to proceed.

Students are reminded to scan a copy of the receipt received at the post office and save it on their laptop or email or to make a photocopy. Should your passport be lost or stolen, you will at least have a copy to prove that you submitted all paperwork necessary for your resident permit (permesso di soggiorno).

Group Events/Field Trips:

1. Feedback on **CSU field trip #1, Friday, Sept. 21:** Siena & San Gimignano

Both tour guides were great and the switch midway allowed for students to hear from both tour guides. The organization of the tours being first followed by free time was great. The tour allowed students to get familiar with the city before venturing off on their own. The balance between tour time and free time was good as well. More time to explore Sienna is preferred and suggested. San Gimignano was nice and relaxing after spending time in busy Sienna.

2. **Next field trip Oct. 13-15 (Sat - Mon):** Three-day field trip to: **Padova, Verona, Vicenza and Venezia (Biennale)** for all CSU students). Field trip briefing on Wed., Oct. 10 at 12:00 in aula magna

Prior information will be sent out to allow students to plan and decide what they would like to do during the allotted free time.

Students would like more communication about where the buses will be located on the day of departure, in case they are left behind and need to know where to meet the rest of the group. A staff member will always be at CSU and can give instructions to students arriving a bit later (who did not leave with the first group).

Important: Studio Art students need to leave Sunday afternoon/evening in order to be back by Monday morning for Academia orientation. Students are to purchase their own train tickets and then request reimbursement from CSU.

Academics:

1. **Fall Registration :** General meeting to explain everything will take place in aula magna, **Mon., Oct. 8 at 12:00.**

Personal registration forms and all registration information and instructions will be sent out via email by Refugio before registration begins. ARC students have 2 group registration sessions (1 Pomona, 1 SLO). All other majors have a personal appointment with the Director. This advising schedule as well as other fall semester information will be posted on the Academic bulletin board this week .

2. **Registration** begins on **Tues., Oct. 9 through Thurs., Oct. 18.** Registration information, instructions and personal registration forms will be sent to all students by email the week before. Individual registration appointments (15 min. each) for students with Director will be assigned. Group appointments will be assigned for architecture students (PO & SLO). Students to email their registration forms to Connie in **WORD** format, BEFORE their appointment with Director. Tentative fall class schedule and course descriptions will be posted on bulletin boards near aula magna/aula 1 in the near future.

Registration form will be sent out in Word document and needs to be sent back in Word format. First 2 weeks of the semester is Add/Drop Period so students have a chance to change their classes & schedule.

There are some majors that require to be enrolled in required courses. Check your advisement form.

How classes at CSUIP transfer to home campus is the home campus issue. Any questions or concerns, email home campus advisor i.e. how courses transfer, if course fulfills certain areas. It is suggested to attach CSUIP Syllabus/Course Description (can be found on CSUIP website www.csufirenze.it) to email being sent out to home campus advisor.

Academia students register last in order to work around Academia schedule and classes first.

3. **PLP oral exam schedule** – to be posted as soon as possible. **PLP oral exams: T/W/TH Oct. 23-25.** (15 minute slots for each student – be punctual to your exam!). Last day of PLP class, Mon., Oct. 22

4. **PLP final written exam – Friday, Oct. 26** at 9 am (for all students).
5. **Fall Italian class lists** – to be posted during PLP final exam week (Accademia students who have particular schedule needs for their Italian classes should see Connie immediately)

Do NOT make travel plans for these days.
PLP professors will place students in Fall courses

Architecture:

1. **Wed., Oct. 3, 12:00: Meeting for all Architecture students.** All architecture students to meet with their architecture professors in aula magna to discuss first preliminary assignment “Adopt a Monument”.
2. **Access upstairs 24/7 for fall semester for architecture and studio art students only** –24/7 access allowed but only with certain guidelines to be followed. Safety and security issues to be announced. See Memo from Leo Van Cleve.

Upstairs 24 hour access is only for ARC and Studio Art majors.

ARC only: Guidelines listed on yellow sheet posted in studios will be updated, students will need to sign revised guidelines.

During breaks, upstairs will usually be closed unless midterms or finals fall after a break. More than one student need to be upstairs in case of emergencies. At midnight, private security comes by to close and lock doors unless there are students using the studios/labs.

3. **Access during PLP on weekend before final crits (Oct. 20/21).** Is it necessary? **Final crits** are on Oct. **23 & 24**

TBD, will have a meeting to decide if it is necessary for upstairs to be open the weekend before PLP final exams.

4. **Arch lab set up – review and explain** (Connie) Table layout/ rooms. Aula ARC A, B & C
Table assignments will be made randomly by SAB members during the last week of PLP and then communicated to all architecture students. To organize with Valentina.

Need to pick date and time to determine table assignment. Suggested: students to switch seats mid-year otherwise, table assignments will remain the same year long. Moving tables around/altering table layout is not allowed per safety issues in case of emergencies.

Studio Art:

1. **Accademia Classes begin on Mon., Oct. 15.** Marsha will explain everything during Art Advising.
2. **Registration** - we will place studio art students on the last few days to allow time to figure out your schedules at CSU and at Accademia
Studio Art students will need to leave field trip early (Sunday afternoon/evening) as Accademia classes begin Mon., Oct. 15.
3. **24/7 access during fall semester** (as discussed above for architects). See Memo from Leo Van Cleve.

Student Activities/Affairs:

1. **Corri la Vita**, - Sun., Sept. 30 - Will any of you participate?
2. **Olive Oil appreciation classes start next week.** The first one is on Tues., Oct. 2, the second one on Thurs., Oct. 4. Very few students have signed up to date – many spots still available. **If more students do not sign up, the classes will be cancelled.** Students have until Monday morning, Oct. 1 to sign-up for these classes.
3. **Cooking Classes with Zotti family – first class this Thurs., Sept. 27.** Students who signed up are committed to participate. If for some reason you cannot attend, please inform Paola immediately (at least 48 hours prior please) and cancel your name from the posted list so that another student can take your place.
Other classes will take place throughout the year. To be announced after fall classes begin.
4. **Sports:** UPDATE from Refugio.
Opportunity to go see a soccer game during the weekend, possibly on a Sunday 8:45 PM. Tickets may be discounted for certain sections.
Oct. 8 – There will be a sign-up sheet for soccer game against other American schools or other international schools. Games are usually Monday-Wednesday evenings. The field is 5-8 minutes away from campus. Don't play soccer? Come cheer instead!
Flag football – information will be posted on the bulletin board.

Martial arts – opportunity to try out a free session to see if it's a right fit

Other sports not listed – will update later. Businesses/Schools may still be on holiday for another week or so, will send out information later.

Meetings:

1. **Next SAB Meeting** - Tuesday, Oct. 9 at 12:00 , aula magna

Other: