

California State University
SAB AGENDA #6 WITH MINUTES/NOTES Mon., Jan. 22 in aula 1
Staff in attendance: RD Irina, Connie and Refugio
SAB members in attendance: Sara, Diana, John & Giulia

1. General:

- a. Recording secretary today: John Fields
- b. **Fall course evaluations:** this week and next. Please take seriously!
- c. **Academic Questionnaire** – Will be done “on line”. Director to explain.
 - a. **Questionnaire will be given out next week after trip to Rome via email.**
- d. **Mid-year IP review/evaluation** – to be distributed with Italian class evaluations on Jan. 30. Anything else you would like us to add?
 - **Questionnaire covers topics such as orientation, housing, what are you in this program for? , etc.**
 - **Questionnaire for CSU mid-year review will be given out during student’s Italian grammar class**
- e. **CSU Renewal applications – March 1 deadline.** Students to complete application and all required documents and **give them to the Director BEFORE semester break**. Students should see Director with any questions.
 - **Irina needs to write a recommendation before the March 1st deadline. Please give her enough time.**
 - **Students will also need to complete a form giving permission from home campus. Form can be found on CSU IP Portal or OIP web site.**
- f. **Questura:** Permesso di Soggiorno – Feedback on the process. Was the assistance provided by CSU helpful? Would you have completed the entire process had assistance not been provided to you by CSU? What would you suggest to help next year’s students understand the importance of following instructions and completing the procedures so as not to be “abandoned” to do all on their own?
 - **Students who did not come to their scheduled appointment may face trouble with future travels.**
 - **Paola’s assistance was extremely valuable. Don’t know what we would have done without her. Thank you Paola!**
- g. **Semester break:** Feb. 16-25. CSU office open on Friday, Feb. 16, 9 – 12. **CSU closed** (upstairs and downstairs) starting at 12:00 on Friday, Feb. 16 through Sun., Feb. 25. Mail and packages will be held.
- h. **Packages** – problems and concerns. Ideas for next year.
 - **Students please reduce the number of Amazon packages being delivered to the school. Or better yet, have them mailed to your own address or you can easily pick them up at the local post office, if you are not home when they deliver. Post Office hours open from 8am-7pm.**
 - **CSU does not accept COD (CASH ON DELIVERY) packages.**

2. Academics:

- a. **Spring registration this week: Jan. 22 - 25. THURSDAY IS THE LAST DAY TO REGISTER.** Students to email their forms to Connie in Word format, then stop by her office to sign them, once they receive a confirmation email regarding their registration form. Syllabi for spring classes are available on CSU web site.
 - **15 unit minimum for classes**
 - **Architecture students must take 17 units this semester due to odd number of units for your classes.**
 - **Students can take one class Credit/No Credit to fulfill the unit requirement.**
- b. **Final Exams – Feb. 12-15. Final Exam Schedule** to be posted this week. No exceptions for travel plans. Exams for any classes can be held between Monday, Feb. 12 and Thursday, Feb. 15. Do not make travel plans with departure prior to Friday, Feb. 16. **Italian oral exams Mon., Feb. 12 – Wed., Feb. 14.** Students to check bulletin board for exact day and time of their oral exam (15 minute slot for each student). Italian written exams on Thursday., Feb. 15.
 - **Dates and times for final exams could be different from the days and times of classes. Schedule for tests will be posted sometime this week.**
 - **Italian oral exam schedules will be posted next week. Please see Connie if you have a conflict.**

3. Group Meals/Parties/Field Trips:

a. **CSU Holiday Party** – feedback?

b. **Next CSU field trip: Rome**, Friday, Jan. 26 – 28. **Field trip briefing this Wed., Jan. 24, 1 pm** in aula magna. All students to attend.

- Saturday all day walking around Roma
- Please sign up for one of the three walking tours on the field trip board. Students enrolled in HCL 450 and 401 are already signed up for a separate tour. Other students can sign up as well but spots are limited. Deadline is Wednesday to sign up.

4. Student Activities:

a. Any students interested in **volunteering** as English teaching assistants in the Italian schools or as church guides for Ars et Fides should see Paola in the library as soon as possible. You will need to know your spring schedule before making a commitment.

b. **Sports** – baseball and soccer. Refugio to explain.

- Another soccer stadium visit is planned soon
- If anyone is still interested in baseball or spring soccer then please let Ref know via email or in person

5. Architecture:

a. **Final Crits** for fall semester – Wed., Feb. 14

Confirmed that all crits will be on Wed.

6. Studio Art:

a. When does spring semester at the Accademia begin? When do students add a course for the second semester? Is there a need to adjust Italian classes? If so, students can inform Connie by email, when they send their registration forms. Any new classes will need a new COURSE DESCRIPTION FORM (just like you did for fall semester). See Connie if you have any questions.

7. Other: Yearbook

- **Next Yearbook meeting is this Thursday in Aula Magna at 1pm**
- **Staff and faculty photos will be on February 1st and 7th**

Meetings:

a. **Next SAB Meeting** – Wed., Feb. 7, 1 pm in aula 1