



Assembly Meeting Agenda

Monday, February 6, 2017

7:00PM - 8:30PM

Saffell Boardroom

7:00PM - 7:15PM

Emergency Session: Seta Javor, Senior Executive Assistant to the President and Secretary to the Board of Trustees

1. Here to address certain student concerns regarding the low enrollment numbers and budget cuts
2. Enrollment is down thus revenue is down, Woodbury is not closing its doors
3. Woodbury has an endowment of \$22million and we have not touched it yet
 - a. In the 1990s when Syrian students were being forced out, Woodbury took them in as a home for them
4. Yes, budget cuts will be taking place
 - a. Budget cuts will not mean staff cuts, especially those staff who enhance the student experience
5. Student experience will try to be the same despite the current conditions
 - a. Any students with concerns, please go talk to Seta

7:15PM

Attendance

7:15PM - 7:55PM

Guest Speaker: Tamara Blok, Assistant Registrar

1. Grad check - what is it? how long does it take
 - a. A review of everything you have taken and what you have left to take
 - b. 2 weeks to 8 weeks, depending on when the student submits
 - c. A lot of times people submit their requests all at the same time around registration and makes the process longer for some than others.
 - d. Sometimes people don't agree with their grad checks due to multiple items
 - i. They believe they have met a requirement
 - ii. They took a study abroad and didn't clarify what it was going to cover
 - iii. Rarely she does make a mistake and will correct it.
 - e. Average turn around current a week in March will take longer.
2. How are advisors being assigned?
 - a. Varies a lot from what school the student is in.
 - i. Sabbatical- the chairs will decide who replaces them during that time.
 - ii. If someone leaves, then Tamara has to resign you an advisor
 - iii. College of Liberal Arts
 1. Only one person advising each major.
 - iv. School of Architecture
 1. New changes and the architecture department has agreed to assign their advisor and will keep their same advisor until they graduate.
 2. Mohamed was told by Marc that they will shift every year to a new advisor.
 3. Interior Architecture: evenly divided amongst advisors
 - b. Some advisors do not communicate grad checks. Tamara does send an email reminding all the advisors to do this but they do not always read her emails or communicate this.
 - c. Advisors are suppose to make notes in your file in case they are not present and you need to see another advisor.

- d. If your curriculum changes you still have the same curriculum as when you came in to Woodbury if you would like to take a new course in the curriculum you have to submit a substitution form for the registrar's office to approve it when you register.
3. What are the graduation requirements? What are the requirements to walk?
 - a. If you have done your grad check and you have completed all the requirements you will automatically be qualified to graduate if you are still missing something you will have to submit a petition to graduate.
 - i. Undergrad GPA requirement 2.0
 - ii. Graduate GPA requirement 3.0
 - b. Mauro suggests turning in your grad check 3 semesters out of your expected graduation.
 - c. Walk Petition
 - i. No more than 6 units left to complete
 - ii. Must file petition to qualify to walk, you will not automatically qualify.
 - iii. If you file to walk and you chose not to you can't in the future. You only have one chance at commencement.
 - d. 3.5 GPA or above do not get their honors at the commencement ceremony but get them on everything that is important such as your diploma
4. Student Questions and Comments
 - a. Advisors should have a copy of your transfer credits.
 - b. If you are an architecture major the architecture department has to review your portfolio to assign where you are to be assigned within architecture.
 - c. How long after you commencement does your transcript get stamped that you complete your degree because accounting major need that stamp by a certain time to take their CPA exams.
 - d. Minor degree requirements having 18 units but then having 3 other classes for prerequisites for those 18 units then turns that 18 unit minor into a 27 unit minor.
 - i. The business department is aware of this problem.
 - e. If you needed or wanted a second grad check do you have to pay for it? No she updates it every semester after your grad check.

7:55PM - 8:00PM

- Upcoming Events
- ASWU Elections February 22nd- March 3rd
 - Applications due tonight at 11:59pm to Jia and Mauro. Mauro will begin grade checks tomorrow for GPAs.
 - Campaigning starting Wednesday.
 - AS You Day with Organization Fair Wednesday, February 22nd, 11:30a-1:30p
 - If you participate ASWU will give you \$100 dollars for participating. Please email Esteban if you would like to participate. esteban.m.cerna@hotmail.com
 - BPWOW, Tuesday, Wednesday 12:00-1:00p
 - Valentines cards for soldiers
 - AIAS Candy Grams, Fundraiser, February 14th
 - \$3 Candy Bags
 - Roses for sales, \$3-4

8:00PM - 8:05PM

- Senator Reports
School of Architecture
1. Mohamed Hasan mohamedhasan1256@gmail.com
 - a. Report as of the meeting with Marc Nevau February 6th, 2017 at 2:15 pm;
 - i. The door in the new 4th year building on the bottom floor was broken, needed maintenance request.
 - ii. Talked about extra parking/loading zones for students to drop off work/misc. in the school of architecture. City restricted this request because of the fire lane not being adequate for city standards.
 - iii. Requested Studio clean out days extended from 7 to 10 effective this semester.

- iv. Make final reviews more significant in terms of drawing in prospective students by adding fee waivers, event prizes etc.
 - v. I have permission now to make no smoking/no spray-mounting signs around school of architecture. Will make them visible and will put them in studio as well.
 - 1. Spray booth in interior architecture and designated area in the dirt by the woodshop.
 - vi. Involving this school with prospective schools as part of their studio topic to design for example a second level to the third year studio, remove it completely and rebuild it.. involve and physically schedule tours for students to excavate the school and design accordingly (it's all for school, it will not actually be built)
 - vii. They don't want to market guest speakers, their budget is too low.
- b.
- 2. VACANT Please email any recommendations to aswu@woodbury.edu
- School of Business
- 1. VACANT Please email any recommendations to aswu@woodbury.edu
 - 2. VACANT Please email any recommendations to aswu@woodbury.edu
- School of Media, Culture, and Design
- 1. Niomie Glory niomie.glory@gmail.com
 - a. No Report
 - 2. Andrew Hill drewboy585@gmail.com
 - a. No Report
- College of Liberal Arts
- 1. Tricia Lopez tricia_lopez1131@yahoo.com
 - a. No Report
 - 2. VACANT Please email any recommendations to aswu@woodbury.edu

8:05PM - 8:15PM

Executive Board Reports

- 1. Jia Er Lin, President jjiaer.lin@woodburyuniversity.edu
 - a. All report is elections.
- 2. Alex Holguin, Executive VP alexholguin18@hotmail.com
 - a. We are excited to report the south hall courtyard remodel is underway we hope to have it finished in time for rotaract event on the 25th. The remodel includes new seating and hammocks. In the future a ada ramp will also be installed but after the event.
 - b. Projects are being finalized tonight and will be announced next meeting.
 - c. Studio Scrap bins are underway.
 - d. Condom dispensers and swagon underway.
 - i. Having female hygiene products dispensers as well.
 - 1. They haven't worked in the past but are available in the nurse's
 - 2. Available in the nurse's office for free for everyone. The office of student affairs will consider putting up signage around campus.
- 3. Alecks Rodriguez, VP of Finance alex.rodriquez@woodburyuniversity.edu
 - a. OAC was a success with a lot of events including an event every week.
 - b. Transfers are being submitted Wednesday.
- 4. Esteban Cerna, VP of Student Orgs esteban.m.cerna@hotmail.com
 - a. Make sure to complete your organization's renewal. OAC is getting progressively better because of that.
- 5. Stephanie Sandoval, VP of Marketing stephanie.sandoval@woodburyuniversity.edu
 - a. Reminder to please submit fliers once approved by Michelle Signey to Stephanie.
 - b. Co Sponser stamp sizes
 - i. 11" by 17" = 4" by 2"
 - ii. 5" by 7" = 2" by 1"
 - iii. 8.5" by 11" = 3" by 1.5"
- 6. Amanda Sachartoff, VP of Student Life amandasachartoff@gmail.com

- a. Food Truck Fridays will begin this week must follow CAB to find out what trucks will be coming. Located to the right of the 15 minute loading zones. All meals will be \$10 or under.
- b. Woodstock will be having a t-shirt design competition email CAB for the rules and guidelines. Winning designs will be screen printed at Woodstock winners will get \$100
- c. CAB and Get it February 15th, 11:30-1:00p
- d. Eat your heart at 6pm with Taco Bell

8:15PM

Advisor Report

1. Mauro Diaz mauro.diaz@woodbury.edu
 - a. Starfish- New communication system with faculty, staff, and students.
 - b. Endeavor that started 3 years ago.
 - c. Starfish is to better assist students

8:15PM - 8:30PM

Open Forum

1. If you have anything that was not addressed, please submit an anonymous comment into the Comment Box right outside in the hallway or email aswu@woodbury.edu.
2. Comment Box
 - a. Please sign up to participate in my psychology study about aggression and sexual objectification. (818) 671-7986. Lia for questions. There is a raffle for \$50 Amazon gift card. Text for more information.
 - b. Nice Woodbury sign on the pool gate. Now can we cover it up the rest of it with wood planks mural style.
 - i. We already have a budget and photoshop file of what it will look like we want to give cabinet a break before we submit something else.
 - c. I don't think it's fair for a senator to still had a position if they cannot attend because they are in class during this time.
 - i. In a way it is fair because no other person wants to apply or take on the position so it's better to have a second senator rather than not.
3. Open Forum
 - a. 15 minute parking will be watched a lot more vigorously.
 - b. Can we inform the commencement ceremony committee to be sure to pronounce and enunciate student's name.
 - c. Who will be the speaker for commencement-Angella Nazarian. Not fully finalized yet.
 - i. Can the students graduate have a chance to have a say on who their speaker is and be able to have a dinner with them.
 - d. Revisit campus smoking spots on campus.
 - i. Maybe create funny signage.
 - ii. Having visual of where they can or can't smoke.
 - iii. If we were to really combat this issue we would need to have a committee to better combat this issue because it's bigger than this room of an issue.
 1. We would need to have smokers and nonsmokers on this committee.

8:30PM

Next Meeting

1. Monday, February 13, 2017, 7:00PM-8:30PM, Saffell Boardroom