Student Retention and Graduation Subcommittee

NOTES
January 27, 2014 11AM

ATTENDEES
Diana Balgas, Larry Bliss, Amber Machamer, Sally Murphy, Angela Schneider, Mitch Watnik, Michelle Xiong

NOTE TAKER
Tamra Donnelly

GUESTS

DISCUSSION

Continuing Business

1) Members reviewed the report outline. Bliss distributed an updated report on the 08 cohort. He will distribute a final version via email after the meeting. Watnik mentioned the bullet points seemed contradictory. Bliss explained that the two populations of students under discussion were not mutually exclusive but were also two different populations. The third bullet regarding advising responsibilities will be reworded. Currently, all course substitutions must be approved by faculty.

Class scheduling was discussed as it relates to time to degree. Some departments only offer major courses during a 9am to 5pm window, which makes it very difficult for some students to major in those fields. Xiong suggested that student need should be a factor in class scheduling. With a possible transition to semesters it is important that we develop an understanding of course taking patterns, whether students will enroll in three-day-a-week sections. Watnik suggested there is anecdotal evidence that two-day-a-week classes are much preferred.

Schneider was asked to provide a brief explanation of the student communications that are sent out from PEM. Balgas forwarded the email from Smith on this subject dated May 6, 2013.

Schneider asked for more information on the CIC referral from Watnik regarding fifth year students: how would students be selected, what would be considered adequate advising, who will track the status of the identified students, etc. These are all questions that should be addressed by any forthcoming policy.

Xiong outlined a new effort by ASI to address the needs of AB 540 students, first generation students, and other students who might need assistance navigating the world of higher education. Machamer will look into any possible ways to identify these students. Xiong said there is very little if any information on the CSUEB website. Murphy discussed the Student Communication Subcommittee of SSAC, and Xiong confirmed that she will be the student representative. Now that there is a Director of Communication the committee expects to meet in the near future.

CONCLUSIONS

Completion of draft report for the WASC self-study is the primary task for the committee at this time. Submissions will be made directly to Donnelly with copies to the committee.

ACTION ITEMS

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<th>PERSON RESPONSIBLE</th>
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<tr>
<td>Complete draft report for WASC self-study and submit to Donnelly via email</td>
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