## DISCUSSION

**Annual Report:** Machamer presented a draft of the annual report. The committee discussed what it accomplished during 2012-13 and how those accomplishments reflect the goals that were stated in the committee charge. Murphy reminded everyone that the Graduation Initiative report was due this week and that it would very helpful if the committee submitted data related to its efforts over this academic year. Murphy has developed a draft of the academic milestones for graduation, and will distribute it to the committee for review. With summer refinement, it could be ready for use in 2013-14. The committee identified the WST and lack of advising as major roadblocks for the 08 cohort. Because of this a goal of “analysis of University Writing Skills Requirement and how the Writing Skills Test (WST) and course availability impact progress to graduation, and recommendations” was added as a goal. Some progress was made and it will be included in next year's goals for future research and analysis. Intrusive advising with the 09 cohort has been put on hold pending the outcome of the RFP submitted to the Chancellor's Office. If funded the pool of students will be greatly enlarged. Machamer will incorporate discussion items into the draft report, including goals for 2013-14.

**Graduation Rates Forecast Data:** discussion postponed

**Graduation Gap Data:** Machamer distributed information on graduation rates supplied by the Chancellor’s Office. She mentioned that there is a regional meeting scheduled for Friday, June 21 in California Maritime Academy.

**Continuing Student Communication:** Machamer summarized the email communications that are currently sent to various student populations to encourage enrollment. The committee will inform SSAC of what is already in place and request guidance on future action.

## CONCLUSIONS

The Annual Report will be populated with statistical information as it is available (after grades are posted and graduation numbers can be submitted). It will be submitted to SSAC as a draft waiting for final data.

## ACTION ITEMS

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<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Machamer will update the draft report and send it to Donnelly for distribution to SSAC</td>
<td>Machamer</td>
<td>6/18/13</td>
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