Student Success and Assessment Committee (SSAC)  
Charge and Membership  
Cabinet Approval, December 5, 2011

Background and Revised Charge

SSAC was established in Fall 2007 based on a recommendation from the WASC Advising and Retention Research Team. Based on the committee’s successful efforts to date as well as changing circumstances, the charge is being expanded, as follows:

The Student Success and Assessment Committee is a university-wide advisory committee charged with providing advice and recommendations to the President’s Cabinet and other University bodies regarding policies and programs that address the entire student experience (academic and co-curricular). The Committee serves as the University’s enrollment management advisory committee, particularly as those practices affect student success. SSAC provides advice and recommendations regarding CSU system initiatives and WASC accreditation requirements that address retention, graduation, and other measures of student success. Further, with the establishment of the Academic Access, Enhancement and Excellence (A2E2) Fee, SSAC is responsible for recommending university wide student services and high impact practices to the Provost for A2E2 funding.

SSAC serves as a coordinating group for units and programs that provide advising and other kinds of support related to student success (e.g., academic departments, AACE, EOP, EXCEL, SCAA, Early Alert). In addition, SSAC is responsible for recommending ways for the University to enhance success for all matriculated students in state and self-support programs, regardless of the campus they attend, the learning mode they use (e.g., online), and/or their residency.

SSAC is charged with the analysis of success factors and benchmarks of student success, such as remediation progress, graduation rates, retention rates, and time to degree, and achievement of learning outcomes; and with relating them to services and programs offered by the University, including orientation, advising, co-curricular activities, and specialized services for specific student populations. SSAC is also charged with supporting the achievement of learning outcomes related to student success. Based upon analysis of the data, the committee is responsible for developing goals and recommendations for improvement of student success that will lead to both short term and longer term implementation and action plans.
The committee is also charged to establish sub-committees and/or task forces as needed to conduct its work effectively.

Membership

The committee was initially jointly chaired by the Provost, the Vice President for Student Affairs, and the Vice President for Planning and Enrollment Management. With the University reorganization in summer 2009, the co-chairs are now the Provost and the Vice President for Planning, Enrollment Management, and Student Affairs. Membership has been revised to include the following. (Note that several positions are listed as resources, indicating that they need not be represented at all meetings.)

**Regular Members**
- Academic Affairs, Provost, co-chair – James Houpis
- Planning, Enrollment Management, and Student Affairs, VP, co-chair – Linda Dalton
- Academic Advising and Career Education – Larry Bliss
- Academic Programs and Graduate Studies, AVP – Sue Opp
- Academic Resources, Senior Director – Carol Reese
- Academic Senate, Chair – Mitch Watnik
- Academic Senate, Jessica Weiss
- Associate Dean, College of Science, Alan Monat
- Associate Dean, College of Education & Allied Studies, Jim Zarrillo
- Concord Campus, Associate Director – Robert Phelps
- Enrollment Development and Management, AVP – Greg Smith
- General Education Program, Director – Sally Murphy
- Planning and Institutional Research, AVP – Amber Machamer
- Retention Services, Executive Director – Diana Balgas
- Student Life and Leadership Programs, Director – Marguerite Hinrichs
- ASI President or designee – Jerry Chang

**Resource Members**
- Center for International Education – Ray Wallace or designee
- Continuing and International Education, Executive Director – Brian Cook, or designee
- Enrollment Management Systems, AVP – Glen Perry
- Student Center for Academic Achievement, Director – John Whitman
- University Budget Officer – Kris Erway
- University Communications – UA to designate