# Meeting Notes – April 16, 2013

**Strategic Enrollment Planning and Management Subcommittee of the Student Success and Assessment Committee**

## AGENDA ITEM

### 1. Class Scheduling Issues

**DISCUSSION**

Dalton distributed class scheduling guidelines and charts showing the distribution of room use for large enrollment (45+) and standard enrollment classes. There are only 27 rooms available for large enrollment. The deans were asked to provide leadership within their colleges in guiding the scheduling requests to reflect real need. There are two areas of concern: some classes regularly do not meet the projected large enrollment, and some faculty request back-to-back scheduling for different size classes. GE cluster enrollment and the need for continuity of meeting time throughout the academic year is another consideration. In addition, CSUEB is again expecting a growth in enrollment and scheduling will be more impacted. The deans present will be sure that those responsible for scheduling in each college are aware of the concerns, and will work toward an equitable solution if conflicts arise. The provost expressed the need to provide leadership to take the onus of making what appear to be preferential decisions off of University Scheduling.

### CONCLUSIONS

Dalton will send the draft document to Donnelly to post as a Google doc so that committee members can make suggestions/updates.

### 2. Student success and Chancellor White memo

**DISCUSSION**

Houpis discussed the memorandum sent to the CSU Presidents regarding Reducing Bottlenecks and Improving Student Success. There will be $7.2M in funding to address these issues, and CSUEB meets the criteria to apply. The first deadline is April 18, with submissions to be made only by the Presidents. It will address the “proven course redesign” addressed in the memo. The proven course redesign is looking for best practices and ways to communicate them throughout the system. For example we have an exemplary Peer Mentor program, and it might be a candidate. Another example is Statway. The expectation is that campuses would convene in Long Beach over the summer to disseminate best practices amongst each other. The next round of the RFP will be posted on April 29, with one month to respond. In preparation for this second phase Dalton prepared “Increasing Our Focus on Student Success” to guide reflection on what East Bay might submit. The President has asked how the campus will organize around student success, and make it a fully involved campus initiative. The RFP will require that CSUEB establish benchmarks or milestones to measure success. The new CBE GE course on personal finance was discussed. Murphy hopes it will be approved to satisfy the Area B4 requirement.

### CONCLUSIONS

Dalton will send the draft document to Donnelly to post as a Google doc so that committee members can make suggestions/updates.

### 3. Update from colleges on phone efforts

**DISCUSSION**

COS received a list of undeclared. There was discussion of the format of the Excel sheets, and Houpis asked that each college be sent a Workbook that did not include multiple sheets, but only the one relevant to its particular majors.

### CONCLUSIONS

Segura will distribute appropriate spreadsheets.

### 4. Calls to continuing students

**DISCUSSION**

Murphy’s office contacts every freshman, through the general studies faculty, who is on academic probation. It was suggested that the faculty discuss not only how to get off probation, but future plans for registering, to encourage retention.
The criteria for deciding on who to call need to be discussed, and it will be added to the agenda for the next Student Success subcommittee meeting (April 22). It was suggested that the general reasons given, financial and/or family concerns, might be smokescreens, and further inquiry could help find solutions. Rountree recommend against asking faculty to make more calls. Peer mentors, college advising center staff, and AACE staff might be appropriate. The criteria and numbers of students involved will help determine the appropriate contact points.

**CONCLUSIONS**

Charge Student Success subcommittee to develop criteria.

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<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Create Google doc from draft table on student success</td>
<td>Dalton/Donnelly</td>
<td>ASAP</td>
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<tr>
<td>Send updated spreadsheets to college deans</td>
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