Meeting Notes – January 14, 2015, 11:00 – 12:30, SA 4350
Student Success and Assessment Committee (SSAC)

ATTENDEES
Larry Bliss, Dennis Chester, Tamra Donnelly, Stan Hébert, Darrell Haydon, Marguerite Hinrichs, James Houpis, Alan Monat, Sally Murphy, Jen Nguyen, Sue Opp, Angela Schneider, Jessica Weiss, Donna Wiley, Fanny Yeung

GUESTS

AGENDA ITEM
1. Introductions
DISCUSSION

CONCLUSIONS

2. Committee Membership Updates
DISCUSSION
Houpis confirmed with VP Wells that John Pliska will be added to the subcommittee. Yeung is also a confirmed member.

CONCLUSIONS

3a. Strategic Enrollment Planning and Management
DISCUSSION
Houpis acknowledged that he is chair of this committee, which previously was co-chaired with VP Dalton. With the reorganization the membership will be revisited and the committee will include representation from the divisions of AA, SA and AF. The membership will be determined before the February SSAC meeting.

CONCLUSIONS

3b. Transfer Credit Advisory Group
DISCUSSION
The committee met on Monday, January 12. The Registrar’s Office is currently hiring new evaluators, so has not been able to complete all transfer evaluations. The hope is to complete fall admittees by the end of Winter 2015.

Coordinating with APGS and Articulation Officer Kyle Burch the articulation agreements with community college feeder schools are being implemented in PeopleSoft. The intention is to make this information public facing. CSUEB currently uses both TES and ASSIST to track articulation agreements.

Advisor notes from the Bay Advisor (EAB-SSC) will be uploaded into PeopleSoft on a nightly basis once the API function is in place. This will allow faculty advisors, who currently do not use PeopleSoft, to record notes and have them available to evaluators. There was surprise expressed at the fact that faculty do not have default access to PeopleSoft advising. Houpis suggested that a recommendation for endorsement by SSAC that faculty have access by default (with appropriate FERPA and any other required training) along with best practice recommendations for use of advising notes be developed.

The subcommittee reviewed its goals for 2014-15 and regarding improvement to the degree audit has hired a consultant to help implement rules for the BSBA and MBA. A goal is to improve the student self-service within PeopleSoft. The reports prepared by consultants last year will be reviewed and used to inform possible improvements. Wiley said the graduate program coordinators have been asking for graduate degree audits and was glad to hear the MBA is being included.

The Registrar’s Office will conduct training for College Service Center advisors.

CONCLUSIONS

3c. A2E2 UAP Subcommittee
DISCUSSION
Opp requested SSAC to determine new membership for the UAP Subcommittee.
Some previous members have left the university, and the reorganization has left an imbalance in representation. Bliss recommended John Wenzler. Hébert will make recommendations from Student Affairs. The members should have some understanding of monetary and assessment practices. Opp will convene a meeting as soon as the membership is determined and send out a call for mid-year reports.

CONCLUSIONS

3d. Student Retention and Graduation Subcommittee

DISCUSSION

Schneider reported on the UWSR communication plan; Murphy distributed a revised version of the letter that was reviewed by SSAC in 2013-14. The letter will hopefully be sent out after census; at that time the errors in PeopleSoft regarding UWSR/WST status should be addressed. Schneider mentioned that David Garcia is developing a report on UWSR/WST status that should allow tracking by cohort. Garcia will be asked to attend the next SSAC meeting to demonstrate. The UWSR/WST information is also emphasized at commencement/graduation workshops, of which two are currently scheduled.

CONCLUSIONS

3e. Educational Effectiveness Subcommittee

DISCUSSION

Opp reported that EAB SSC will provide more onsite training on January 20 for the Pilot 2 group. Also, training on the workbooks, which contain substantial amounts of information, will be available. Workbook information will be available on the Web. The process to export advisor notes into PeopleSoft on a nightly feed is under development.

The November data workshop was well attended and very successful at bringing together the campus community. The information gathered will be helpful in developing the Student Success Strategic Plan. Houpis complemented Carl Bellone for the good work done, with the assistance of Yeung, on gathering information on student success initiatives across campus. There are many activities, but unfortunately not a lot of coordination between them. Opp mentioned that there will be a follow up meeting with EDI in the second week of February.

At this point the bi-monthly reports to the Chancellor’s Office for the Graduation Initiative have been suspended. Houpis will be attending a meeting this week and will have more information.

CONCLUSION

4. Member updates

Houpis

Houpis would like to ensure that the semester conversion team informs SSAC and is informed by SSAC, so would like to have the co-chairs attend SSAC meetings for monthly updates.

Wiley

WASC ARC will be held April 22-24, 2015 in Oakland

ACTION ITEMS

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<tr>
<td>Reform membership of SEPM Subcommittee</td>
<td>Houpis</td>
<td>1/11/15</td>
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<td>Develop recommendation on faculty access to PeopleSoft advising</td>
<td>Opp</td>
<td>1/11/15</td>
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<td>Invite John Wenzler to the A2E2 UAP subcommittee</td>
<td>Opp</td>
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<td>Invite David Garcia to present on UWSR/WST</td>
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<td>Invite J Singley and E Barrett to represent semester conversion on SSAC</td>
<td>Donnelly</td>
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