# Meeting Notes – January 15, 2014, 11:00 – 12:30, SA 4350
## Student Success and Assessment Committee (SSAC)

### Attendees
- Diana Balgas
- Jeff Bliss
- Larry Bliss
- Linda Dalton
- Jiansheng Guo
- Tamra Donnelly
- Mitch Watnik
- Donna Wiley (by phone)

### Guests
- Marguerite Hinrichs
- Amber Machamer
- Alan Monat
- Sally Murphy
- Don Scoble
- Mitch Watnik
- Donna Wiley

### Agenda Item
#### Introductions

The new Director of Communication Jeff Bliss was in attendance so the members introduced themselves and bid adieu to Don Scoble.

### Conclusions
1. Review notes from last meeting (12/11/2013)

Members reviewed the meeting notes from 12/11/2013, made minor corrections. Donnelly outlined the process by which meeting notes were distributed and posted.

### 2a. Strategic Enrollment Planning and Management Subcommittee

Committee did not meet, no report.

### 2b. Student Success Committee

Balgas reported that the committee discussed its accomplishments since inception and showed the chart the committee is working from to prepare its draft report for the WASC self-study. L Bliss prepared a report on the 08-09 cohort. Watnik has drafted a referral to CIC to investigate and develop policy that would allow fifth year and beyond students (who are not yet seniors) who participate in advising to have an early registration window. The intent of offering early registration for fifth year students is to use advising as a carrot rather than a stick. Murphy mentioned that English 1001 is not available for transfer students because there are not enough sections offered after the Freshman Clusters are scheduled. She suggested that a planning should include students who complete remediation in freshman year and need what are typically considered freshman classes when they are sophomores.

### 2c. Student Communication Management Subcommittee

Murphy will schedule a meeting with J Bliss to bring him up to speed on what the committee has accomplished and Donnelly was asked to send a link to committee information.

### 2d. A2E2 – UAP Subcommittee

Committee did not meet, no report.

### 2e. Transfer Credit Advisory Group

Dalton received and reported on an update. 24% of transfer credit evaluations remain, compared to about 75% at this time last year, so great progress has been made. The committee is working on roadmaps for upper division transfer students. There was discussion of SB 1440 students, who are currently indicated by a red star in PeopleSoft. If an SB 1440 student changes major their records will indicate that their lower division GE has been satisfied, but the guarantee of finishing in 90 units is taken away.

### 3a. Council on Retention and Graduation

Committee did not meet, no report.
CONCLUSIONS

3b. Update on College Advising Centers

DISCUSSION
L Bliss reported that AACE is preparing for the winter career fair. This year it will be held from 4-7 pm and expects to draw from a different student population as well as different employers. The spring fair was historically held in the gym, and there are plans to move it back there this year. It will require cooperative scheduling with a variety of venues, since classes are scheduled in the gym. Wiley asked if graduate students should be invited to the fairs.

CONCLUSIONS
Wiley will be sure that graduate students are notified of upcoming career fairs.

3c. Student Academic Support Systems Streamlining (SASSS) Project

DISCUSSION
No report.

CONCLUSIONS

3d. Student Success Collaborative

DISCUSSION
No report.

CONCLUSION

4. Member notes

Balgas
An offer has been made for the Coordinator of the Renaissance Scholar Program. Other coordinator search is ongoing.

J Bliss
Please keep Communications informed of events as they come up. The office will be working on new branding and will develop new banners, etc. as that develops.

L Bliss
There will be three job panels held in winter and spring quarters. The first will focus on Computer Science and Engineering, the second on Hospitality, Recreation and Tourism.

Dalton
CSUEB is currently at 6% above target enrollment which is 1% over an acceptable level. Winter and spring enrollments have been cut back, with only SB 1440 students accepted for spring. No undergraduate students will be admitted for summer, and grad programs with openings will be announced shortly. Transfer student applications for fall 2014 have closed, and freshman applications will close soon. Greg Smith will be leaving CSUEB, his last day will be in early March. Angela Schneider will be asked to serve on SSAC.

Guo
The CLASS advising center is staffed by one SSP II and they are planning to hire an SSP I. They have developed a Blackboard student group and want to do more outreach to students on a preventive basis, not a reactive basis. Student Services Center staff will be piloting preparation of major check forms to allow faculty advisors to concentrate on substantive advising.

Hinrich
Homecoming is next week, wear your red and black all week. The parade will be held on Friday and there will be a tailgate party before the game.

Machamer
IR is interviewing for a research associate with survey expertise.

Monat
The Student Service Center for the College of Science opened in fall quarter. It is housed in 337 N Science, and all are invited to visit. They have served 750 students in person, with more via email. Departments are moving their advising process into the center.

Wiley
The winter recruitment effort, Pathway to Graduate School, will be held on January 29, 2014. 156 students have pre-registered so they are expecting high attendance.

ACTION ITEMS

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<td>Develop definition of college advising centers (continued)</td>
<td>Bliss</td>
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<td>Next meeting January 29, 2014</td>
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