## Meeting Notes – January 29, 2014, 11:00 – 12:30, SA 4350

**Student Success and Assessment Committee (SSAC)**

### ATTENDEES

Diana Balgas, Larry Bliss, Linda Dalton, Tamra Donnelly, Stan Hébert, Marguerite Hinrichs, Amber Machamer, Alan Monat, Sally Murphy, Sue Opp, Angela Schneider, Greg Smith, Mitch Watnik, Donna Wiley, Michelle Xiong

### GUESTS

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<th>AGENDA ITEM</th>
<th>DISCUSSION</th>
<th>CONCLUSIONS</th>
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<td>1.1. Review notes from last meeting (12/11/2013)</td>
<td>Members reviewed the meeting notes from 1/15/2014. No corrections were made.</td>
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<td>1.2. Update on Student Dashboard</td>
<td>Machamer displayed updated Tableau dashboards, showing a variety of drill downs and ways to view information on student retention and graduation. She emphasized that this is intended to be analytical information, not operational. There are two ways to view the data: 1) follow a cohort through time and see what progress toward graduation is made; 2) view by year and see the status of various groups. Members requested that remediation information be included. Machamer would like to meet with colleges/department chairs to be able to customize the screens if necessary for specific needs. The dashboard is not currently public, the data has not been verified. With complete access to the data the information could be used to identify specific students, so security must be put in place to prevent this. There was discussion of the most appropriate method to maintain anonymity. In addition, the question of what information is wanted and what will be done with the information must be answered to fully develop the dashboards. Meetings with departments are particularly needed to customize the dashboard for tracking of transfer students, since it currently focuses on first time freshmen.</td>
<td>It was suggested that the College of Science would be a good group to pilot the rollout of the dashboard.</td>
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<td>2a. Strategic Enrollment Planning and Management Subcommittee</td>
<td>Committee did not meet, no report.</td>
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<td>2b. Student Success Committee</td>
<td>Balgas reported that the committee continues to work on its draft report due this Friday. At the meeting Bliss presented an update on the 08 cohort, there was discussion of class scheduling and the problems for students when major courses are only offered between 9 am to 5 pm. Xiong reported on ASI’s efforts to help AB 540 and first generation students. Smith mentioned that there are bilingual advisors who offer admission advising. Opp is in the process of funding a scholarship for Peer Mentors and she hopes that all will consider donating.</td>
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<td>2c. Student Communication Management Subcommittee</td>
<td>Committee has not met. Dalton requested that Murphy summarize the information that she developed, primarily on the university website. PEM is interested in holding student focus groups on the best way to communicate with students.</td>
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<td>2d. A2E2 – UAP Subcommittee</td>
<td>Committee did not meet, no report.</td>
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<td>2e. Transfer Credit Advisory Group</td>
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DISCUSSION
Schneider reported that the committee did not meet. The transfer evaluations for fall admits are going well, with only 18% remaining. She will be sending out a note to winter admits that they can expect to receive their transfer evaluations in spring. Schneider has scheduled two Graduation and Commencement workshops, 2/25/14 from 10-11 and 4/2/14 from 3-4. Ronn Patton, a bookstore representative and Murphy will attend to deliver important information.

CONCLUSIONS
3a. Council on Retention and Graduation
DISCUSSION Committee did not meet, no report.

CONCLUSIONS
3b. Update on College Advising Centers
DISCUSSION L Bliss discussed the recent winter career fair and the upcoming spring career fair. It will be held in the outdoor area near A&E. Opp requested that in order to avoid confusion we refer to the college centers as “Student Services Centers”.

CONCLUSIONS
3c. Student Academic Support Systems Streamlining (SASSS) Project
DISCUSSION See below.

CONCLUSIONS
3d. Student Success Collaborative
DISCUSSION See below.

CONCLUSION
4. Member notes
Machamer Interviews for the new survey specialist will be held later this week and next week.

L Bliss The winter job fair was very successful with over 750 attendees. The spring fair will be held on 4/24/2014 outdoors near A&E. The Student Success survey results will be available soon on the website. The survey was distributed online, PIR deployed it to graduating students. This year there was a 30% response rate.

Wiley Pathway to Graduate School will be held tonight.

Schneider A new evaluator has been hired for graduate student graduation evaluations. They are looking at the appropriate way to distribute the workload, whether by major or by alphabet. Discussion of how to best serve students included comments by L Bliss that AACE is considering redistributing workload so that advisors will serve cohorts. This might allow students to develop relationships with advisors.

Hinrich The homecoming parade was the best ever, approximately 450 students attended the tailgate barbecue afterwards. There will be a very small group of spring admits. There is a winter leadership workshop, required for all student group leaders, and open to any student, on 2/28/14.

Watnik The ILO Subcommittee has been approved. A referral was sent to CIC requesting action by the Writing Skills Subcommittee. That subcommittee has been asked to develop policy on graduate writing courses to satisfy the UWSR. L Bliss reported on the recent outreach to students from the 2009 cohort to assist with the WST. Seventy-nine students took advantage of the workshop, 59 showed for the WST, and 30 passed the WST (N=700). Outreach to 750 students from the 2010 cohort has begun with an rsvp date of 2/15/2014. The transfer orientation events would be the ideal place to publicize the need to sign up for the WST. Discussion of placing a hold on filing for graduation if the WST has not been engaged with led to the question of what would happen if the hold were enforced. CIC should declare the need for enforcement.

Hébert His office has been planning to participate in the CSU African American outreach program Super Sunday to be held on 2/16/2014. This year they are concentrating on nine churches, offering a Train the Trainer program for church leaders. They are hosting a Puente Breakfast which GANAS students, many of whom are former Puente students, are invited to attend.

Monat The College of Science has developed an Assessment Task Force, with representation from each department. A new website is under development.

Opp Opp reported on SASSSP (Student Academic Support Services Streamlining Program). Pre-requisite enforcement requires first that the any pre-requisites are well defined. Faculty needs to review all pre-requisites for their courses in order to work on enforcement implementation.
Student Support Systems: consultant selection is underway. Student Success Collaborative: this program will provide analytics for undergraduate programs, it will identify pain points, indicators of success. Possible pilot programs will be contacted in the near future for a tentative kick-off date of February 25, 2014. The kick-off will include associate deans, advising staff, and faculty. The technical aspects are moving forward smoothly.

Balgas
GANAS and EOP are accepting applications for fall 2014. Excel currently has 300 students enrolled, and can accept up to 425. The Veterans Counselor position has been reopened.

Murphy
The Academic Petitions Officer retired, and the office is now analyzing the workflow around petitions in order to develop a position description.

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
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<tr>
<td>Murphy will compile website suggestions for Dalton</td>
<td>Murphy</td>
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<tr>
<td>Contact CIC regarding hold on filing for graduation</td>
<td>Watnik</td>
<td>complete</td>
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