### Meeting Notes – October 16, 2013, 11:00 – 12:30, SA 4350

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

#### ATTENDEES
Larry Bliss, Linda Dalton, Tamra Donnelly, Jiansheng Guo, Stan Hébert, Jim Houpis, Amber Machamer, Alan Monat, Sally Murphy, Don Scoble, Greg Smith, John Whitman, Donna Wiley, Michelle Xiong

#### AGENDA ITEM

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<td>1. Cabinet Report</td>
<td>Hébert outlined a new cabinet committee, as yet un-named, with the charge to monitor and shepherd the various initiatives across campus to improve student graduation and retention rates. The committee, chaired by Houpis, is requesting that all members collect and document what is currently underway within each division so that a cohesive picture can be developed. The committee will capture the knowledge of what is working, and where our efforts should be concentrated. The information received will support the CO’s graduation initiative in addition to the accreditation self-study currently in progress.</td>
<td>All members are asked to submit a list of all student success initiatives currently in progress within their unit/division.</td>
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<td>2a. Student Success Committee</td>
<td>Machamer reported that the committee reviewed and updated its goals, recommends updating membership to include the registrar.</td>
<td>Updated membership and goals will be posted on the website shortly.</td>
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<td>2b. Student Communication Management Subcommittee</td>
<td>Murphy reported that the group had not yet met.</td>
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<td>2c. Strategic Enrollment Planning and Management Subcommittee</td>
<td>AA and PEM have been planning for Preview Day, there will be 27 academic tables, 45 tables in all. Applications are up 13% this year for first time freshmen. PIR is developing a report that will help determine projected SCU from headcount to aid in college planning. Freshmen level will be first, then the report will be built out to include transfer students and continuing students. There was discussion of the need to develop a calendar that is university-wide to improve cross-divisional coordination.</td>
<td>No change to the committee charge or membership.</td>
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<td>2d. A2E2 – UAP Subcommittee</td>
<td>Dalton distributed the updated charge prepared by Opp that includes language indicating that new proposals will only be solicited if additional funding is available, and that periodic updates and year-end reports are to include budget and assessment information.</td>
<td>Updates were accepted.</td>
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<td>2e. Transfer Credit Advisory Group</td>
<td>The meeting notes from October 14 were shown. Inconsistent information continues to be addressed. A degree audit for the online BSBA is under development.</td>
<td>No change in charge or membership.</td>
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<td>3. New Business-Retention Dashboards</td>
<td>Machamer distributed reports made with Tableau software using mock-up data to illustrate a retention dashboard under development. The pie charts presented potential cohort information. The final product is expected to include toggles for demographics. The time to degree report should be able to differentiate between students who transferred in to a particular major vs. those who were admitted to that major.</td>
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Definition of time to degree, import vs. export major, capacity constraints and other enrollment management issues were discussed. The need to include graduate student information was emphasized.

CONCLUSIONS

Reports are under development.

4. Other

Bliss reported on the Writing Skills Test pilot program. 1200 students were contacted, offered tutoring and an opportunity to take a practice test, and then have the WST fee waived. End result was 45 students who participated passed the test. Next steps will be a cohort based rollout: 2009 cohort in Fall 2013; 2010 cohort in Winter 2014; 2011 cohort in Spring 2014. The expected N is approximately 400-500 students. The tutoring and practice tests will be aligned with scheduled WST administrations.

DISCUSSION

Houpis requested an agenda item for the next meeting on the college advising centers. Monat gave a brief report that the College of Science center had been implemented. Guo discussed the difficulty in CLASS due to the college geography. In addition, there was some misunderstanding of the intent of the centers. There was concern expressed that department staff would be minimized with the center’s implementation.

4. Other

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5. Member notes

Donnelly

October 24, 2013 CSUEB will host a WASC training presented by WASC VPs Dick Osborn and Moe Maloney. Various committee members who are participating in the reaffirmation of accreditation will be invited to specific presentations: Overview; Administrative participation; Retention and Graduation; Meaning, Quality & Integrity of the Degree.

Wiley

Graduate Studies is hosting a Graduate Fair on October 17, 2013; Wiley will participate in the Northern California Diversity Forum on October 26, 2013, and all are invited to sign up.

Machamer

An AACE student survey was distributed. Xiong commented that the brevity of the survey was appreciated.

Whitman

SCAA has a new multi-lingual employee, funded by A2E2.

Monat

The Science Festival will be held on October 26, 2013.

Bliss

The Fall Career Fair will be held October 24, 2013. The fall fair is usually the smallest, but this year has exceeded expectations with 52 employers currently expected. Pioneer Jobs, the website for student employment, is now operational.

Xiong

Reiterated the appreciation for the short student survey.

Hébert

Basketball season kick-off is this evening. Members discussed improving student attendance/participation at sporting events.

Guo

CLASS is developing a faculty advisory group regarding retention and graduation.

Smith

Enrollment Management is busy with Preview Day, Summit.

Murphy

Pleased to announce that the lines outside the GE office are now gone, freshman enrollment has stabilized.

Scoble

The new VP is in place, the division has new priorities. There are plans to develop a View Book for each college; the CBE View Book has been very well received.

ACTION ITEMS

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<td>Advising Centers on next agenda</td>
<td>Dalton</td>
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