Meeting Notes – October 2, 2013, 11:00 – 12:30, SA 4350
Student Success and Assessment Committee (SSAC)

ATTENDEES
Diana Balgas, Eileen Barrett, Larry Bliss, Linda Dalton, Tamra Donnelly, Stan Hébert, Amber Machamer, Sally Murphy, Sue Opp, Don Scoble, Greg Smith (arr 11:48), John Whitman, Michelle Xiong

AGENDA ITEM
1. Planning for 2013-14

DISCUSSION
With the reinstatement of the Division of Student Affairs, SSAC will return to a tri-chaired committee, with Hébert as the acting VP, Student Affairs, now included in the membership.

Dalton distributed copies of the last three pages of Morishita’s convocation speech and asked that members review. This section of the speech concentrated on the aspirational goal of a 60% graduation rate by the year 2020. She emphasized that the speech makes student success everyone’s job, and the cabinet intends to form a new working group of cabinet members and deans to enhance student success. The goal is not to increase graduation numbers at the expense of quality, but to ensure that every student is given every opportunity to succeed. She reiterated that it is not the numbers that are important, but they can be used as indicators of areas for improvement and concentration of effort.

Each of the subcommittees were discussed in light of the president’s call to action.

CONCLUSIONS
Each committee is asked to review its charge and membership, and report back to SSAC any updates.

a. Student Success Committee

DISCUSSION
Houpis and Dalton met with the committee in August and gave a preview of the 60% graduate rate target. The committee was asked to determine what it will take to get to the 6 year mark, and what is needed this year to stay on that track.

Opp mentioned that the subcommittee’s first draft report for the WASC self-study is due at the end of January 2014. The committee will need to synthesize the data that has been collected and use it to develop a strategy for improvement.

Student membership on the committee is uncertain. Xiong will inquire if Lankham intends to continue. Barrett will substitute for Watnik in fall quarter.

CONCLUSIONS
The subcommittee will review its charge and confirm membership.

b. Student Communication Management Subcommittee

DISCUSSION
The committee was unable in 2012-13 to effect the changes in communication that it found to be needed, for a variety of reasons. Scoble mentioned that the new VP, University Advancement, is open to changes to the university’s website. Murphy reviewed the reasons for forming the committee and the narrow membership. Suggested additional members include a Student Life representative, Kim Legocki for social media expertise, Amanda Segura or India Christman for PEM. Xiong was asked to represent students. Whitman mentioned the need for consistency in the information that is available, and Murphy brought up the issue of timely updates to the Web (winter 2013 is linked under current dates).

CONCLUSIONS
Murphy, Whitman, Xiong and Balgas will meet and come back to SSAC with a draft updated scope and updated membership list.

c. Strategic Enrollment Planning and Management Subcommittee

DISCUSSION
SEPM met yesterday. Opp requested that Murphy be added as a permanent
member, since Murphy has timely input on freshmen enrollment concerns. Dalton suggested that India Christman should also be included in the permanent membership. Wiley attends on an as-needed basis when graduate enrollment is discussed.

### CONCLUSIONS

Membership will be updated.

#### d. A2E2 – UAP Subcommittee

**DISCUSSION**

Opp suggested that Audrey Katzman be added to the membership, along with the Senate Chair as an ex officio member. This committee answers to both SSAC and the A2E2 Advisory Committee, which has yet to complete its bylaws. Since UAP funding is long term as well as limited, the committee will review its charge and make any needed updates.

**CONCLUSIONS**

Opp will draft updated charge and membership list.

#### e. Transfer Credit Advisory Group

**DISCUSSION**

TCAG has accomplished many of its goals and needs to continue its good work.

**CONCLUSIONS**

The committee will review its charge and make any updates needed to that or to its membership.

### 2. Who Are Our Students?

**DISCUSSION**

Machamer showed a short presentation on PIR to put data collection in perspective. Then she reviewed a number of graphs showing demographics and attitudes pulled from CSEQ data and the recently deployed “leaver study.”

**CONCLUSIONS**

Dalton wrapped up the presentation by reminding the members that we have done research, and have both internal and external data. The committee needs to use all the information available to hone in on what works best to increase student success, and to then use that information to determine where the institution should invest its limited resources to have the most impact.

### 3. Other

**DISCUSSION**

Whitman asked if cabinet had addressed the status of his membership. Dalton said she foresees no problem with the approval, but formal action has not been taken. Meanwhile, she encouraged Whitman to continue to attend meetings.

**CONCLUSIONS**

### ACTION ITEMS

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Review charge and membership, make any updates needed</td>
<td>All committee chairs</td>
<td>10/16/13</td>
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<td>Present membership change to cabinet</td>
<td>Dalton</td>
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<tr>
<td>Update committee and subcommittee websites</td>
<td>Donnelly</td>
<td>As received</td>
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