Meeting Notes – October 31, 2012  
Student Success and Assessment Committee (SSAC)

<table>
<thead>
<tr>
<th>ATTENDEES</th>
<th>Diana Balgas, Larry Bliss, Linda Dalton, Tamra Donnelly, James Houpis, Amber Machamer, Alan Monat, Sally Murphy, Sue Opp, Carol Reese, Angela Schneider, Jessica Weiss</th>
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<td>GUESTS</td>
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### AGENDA ITEM 0. A2E2 Update

**DISCUSSION**

Houpis stated that advising positions created based on A2E2 funds could be either temporary or permanent. The budgeting for benefits will be revisited after two months so that budgets will reflect actual costs. Balgas mentioned that the Veterans advisor position has been moved to full time in light of this information. Dalton said that the fall headcount might increase expected revenues; Houpis said that since we are already 1/3 into the fiscal year expenses will be lower than projections for 12 months. IREE request went out a couple of weeks ago. EIRA committee has not formed, call should go out in early winter for 13-14 fund proposals. UAP will be adjusted at the end of the year.

The A2E2 subcommittee should convene.

### CONCLUSIONS

Departments should hire the advisors for college centers based on need.

### AGENDA ITEM 1. Planning for Distinction Update

**DISCUSSION**

Houpis said that he and Wells are not participants, but are facilitators, available to find resources for the committees. The Dickenson book was chosen because it is not prescriptive, and it addresses both academic and support programs. He discussed the political climate and the need for public institutions in general to address strategic planning. If we don’t take the lead, policies could be imposed on us. Planning for Distinction, to be successful, must be faculty-led. All academic planning changes will go through CAPR → ExCom → Senate → President. The committees will develop clear and concise weighted criteria that will then be applied to extant data. The FAQ page on the Planning for Distinction site is being developed.

### CONCLUSIONS

Transparency and clear communication is needed throughout this process.

### AGENDA ITEM 2. Graduate representation on SSAC

**DISCUSSION**

Opp mentioned that WASC is starting to focus on graduate programs and will be requiring data. Dalton outlined the process for adding to the membership of SSAC. Opp suggested that Donna Wiley would be the appropriate representative.

### CONCLUSIONS

Cabinet will be asked to approve adding an Office of Graduate Studies to SSAC with the expectation that the spot will be filled by Donna Wiley.

### AGENDA ITEM 3. Testing and Assessment representation on SSAC

**DISCUSSION**

The assessment representative on SSAC will be changed from the Coordinator of Learning and Assessment to the Testing and Assessment Manager.

### CONCLUSIONS

Cabinet will be advised of the change in representation.

### AGENDA ITEM 4. College Advising Centers – developing common processes

**DISCUSSION**

Bliss mentioned that advising positions are being filled, and it is important that the colleges and AACE have a mutual understanding of what services each of them provide. Due to the nature of advising, there will necessarily be overlap, but it is important that each area be kept informed of what the other is doing. Faculty advising is focused on discipline-specific major advising, but the college advising staff will not be asked to turn away students when they ask GE questions.

### CONCLUSIONS

Linda Dobb, as point person for the college advising centers, will convene a meeting with the college representatives, AACE (Bliss) and GE (Murphy).

### AGENDA ITEM 5. Update on Subcommittees
**DISCUSSION**

The current subcommittees are Student Communication, Strategic Enrollment Management, A2E2 and the 08-09 Task Force, which has become the Student Success Research Committee (WASC). It is important that the committees continue to move forward and report back to SSAC.

**CONCLUSIONS**

Each committee will be given a standing agenda item to report to SSAC.

### 6. PeopleSoft degree audit for GE and majors

**DISCUSSION**

Topic of degree audit led to a discussion about lack of enforcement of pre-requisites. Dalton suggested a need to coordinate between PEMSA and AA before enforcement. If the registration hold were turned on in PeopleSoft it would create serious delays and demands on personnel. Houpis mentioned that the role of SSAC is not to interpret policy that is already in place, but to ensure that policies are enforced. The Academic Senate should be charged with determining whether or not we should begin to enforce pre-requisites. If so, then colleges and departments should be made aware of enforcement ahead of time.

Opp pointed out that pre-requisite enforcement was ancillary to degree audits, and that a decision should be made whether to pursue the complete audit process in PeopleSoft and whether or not to devote the necessary resources to it.

**CONCLUSIONS**

This issue requires further discussion. See action items below.

### 7. Implementation of policy regarding high unit seniors

**DISCUSSION**

The policy passed via 09-10 CIC 29 revised was discussed. The policy includes a directive to PEMSA to prepare a degree check for each high unit student, and those students will be required to develop a road map for degree completion.

**CONCLUSIONS**

Before further discussion it would be helpful to know how many students fall into the category of high unit. This will be revisited at the next meeting after more information is distributed.

### ACTION ITEMS

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>2. Cabinet will be consulted regarding additional SSAC member – grad representative</td>
<td>Houpis</td>
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<td>3. Cabinet will be advised regarding change in assessment representative on SSAC</td>
<td>Houpis</td>
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<td>4. Dobb will convene a meeting of college advisor representatives, along with Murphy and Bliss</td>
<td>Dobb</td>
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<td>5. Dalton will review last year’s notes to determine formation and membership of subcommittees</td>
<td>Dalton</td>
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<td>6a. Schneider will convene a meeting to discuss degree audits, including Murphy, Perry, Bliss, Murray (CIC Chair)</td>
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<td>6b. Watnik will refer the issue to CIC</td>
<td>Watnik</td>
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<td>7a. Distribute memo from CO regarding number of units that correspond to “super senior” designation</td>
<td>Houpis</td>
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<td>7b. PEMSA will determine number of students that fall into high unit category.</td>
<td>Schneider/Machamer</td>
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