## Agenda Item

### 1. Introductions

**DISCUSSION**

Members introduced themselves. New members include Dennis Chester and Jen Nguyen.

**CONCLUSIONS**

Fanny Yeung will be added to the membership. Opp will chair new subcommittee. John Pliska will be added to membership and asked to chair SEPM subcommittee.

### 2. Review Committee Charge

**DISCUSSION**

The draft charge and membership list was addressed. Opp proposed that Fanny Yeung be added to the membership list. Houpis will take the recommendation to cabinet. The subcommittee list will include the chair of the committee. The Enhancing Student Success Partnership will be moved under a new subcommittee, the Educational Effectiveness Subcommittee. The new subcommittee will be responsible for monitoring Enhancing Student Success Partnership, the EAB SSC Advising Platform implementation, and the Graduation Initiative. It will be chaired by Opp. The Strategic Enrollment Planning and Management Subcommittee needs leadership, and John Pliska will be asked to chair that subcommittee and become a member of SSAC.

**CONCLUSIONS**

Fanny Yeung will be added to the membership. Opp will chair new subcommittee. John Pliska will be added to membership and asked to chair SEPM subcommittee.

### 3. Meeting schedule

**DISCUSSION**

Members agreed to the meeting schedule proposed in the agenda.

**CONCLUSIONS**

Donnelly will send out calendar notices.

### 4. Report from the Institutional Learning Outcomes (ILO) Subcommittee of the Academic Senate

**DISCUSSION**

Sarah Nielsen, Chair of the English Department and Chair of the Institutional Learning Outcomes Subcommittee of the Committee on Academic Planning and Review, presented a brief overview of the development of the ILOs, beginning in 2007 and culminating with unanimous approval by the Academic Senate in 2012. In Spring 2014 Nielsen coordinated focus groups to assess the impact of participation in co-curricular activities on the development of critical thinking skills in students at CSUEB. She reviewed the findings, and pointed out that most of the participants dedicated at least 20 hours a week to their activity. A preliminary report on the findings can be found in the Evidence Portfolio for the WASC Self-study. The ILO Subcommittee would like to include co-curricular activity representatives in its membership, possibly including Student Engagement, Athletics, or Housing representatives. Hebert mentioned that Student Affairs is working on aligning training programs for student assistants with the ILOs.

**CONCLUSIONS**

Chair Nielsen will reach out to co-curricular representatives.

### 5. Graduation Initiative

**DISCUSSION**

Houpis and Hébert attended a meeting at the Chancellor’s Office regarding the restructuring of the Graduation Initiative with the advent of the new chancellor. Using the 2006 cohort, and 2012 graduation rates as the baseline, targets have been developed for each campus. By evaluating graduation rates at comparable institutions (as defined by the Chancellor’s Office) each campus target will use 75% of the comparable institutions’ graduation rate plus 6%. This results in a 6
year full time freshman graduate rate target for CSUEB in 2025 of 51% (baseline 41%); 4 year graduation rate for transfer students of 75% (baseline 69%); and cutting the URM/non-URM graduation rate in half, from 17% baseline to 8%.

CONCLUSIONS
Links to the CSU report and the CSU Dashboard will be posted on the SSAC website.

6. Report on Offsite Review

Opp reviewed the development of the WASC self-study that was submitted in August 2014. The Offsite Review, a videoconference, was held on October 30, 2014. The result of that review was presented to the campus in the form of a Lines of Inquiry document from the Review Team. The team included a number of commendations, as well as four areas that they would like to investigate further at the time of the accreditation visit, April 8-10, 2015. Houpis praised Opp and the ALO Core Team for their work on the report. Opp said that the campus should be proud of the accomplishments outlined in the report, and said that we should do more to publicize the good works that are accomplished at CSUEB. Balgas mentioned that she was recently interviewed by a reporter from a Spanish language newspaper and mentioned the Family Orientation, Ven Conoce, held this summer (sponsored in part by the Office of University Diversity). Houpis mentioned that in addition to Ven Conoce, we have a Spanish language web presence, and Opp mentioned that the Pioneer has a Spanish language edition. Woods explained the Train the Trainer events directed toward the African American Faith Community, and Houpis wondered if there was any similar outreach to the local Catholic parishes that would assist Latino students and their families. Woods suggested holding FAFSA workshops for both of these communities. She said they would be doing outreach to AB 540 students (Dreamers).

CONCLUSIONS
7a. Strategic Enrollment Planning and Management
DISCUSSION
See 2. above for membership change.

CONCLUSIONS

7b. Transfer Credit Advisory Group
DISCUSSION
Schneider reported that the subcommittee meets monthly. Their meeting agendas and notes can be found at the subcommittee website. The subcommittee has been tracking the transfer evaluation timeline. The goal is that all transfer evaluations are completed by the end of Fall Quarter (for Fall admittees). They are also working to make the degree audit accurate. Text has been revised on the student interface with the degree audit, and there is a special section for transfer students. To improve articulation, an effort is being led by Kyle Burch, Articulation Officer in APGS, to develop an articulation tracking system. Schneider reported that there are ten new college service center staff, and they will be offered training to better understand the policies and procedures of the registrar’s office so that they can knowledgeably advise students. The subcommittee expects to be involved in the semester conversion.

CONCLUSIONS

7c. A2E2 UAP Subcommittee
DISCUSSION
Opp reported that the committee last met in May 2014 to review new proposals and make recommendations on funding. Requests will be issued soon for interim reports from the programs that have received UAP funding for 2014-15 and the subcommittee will convene to review them. Houpis has asked University Communications to develop posters and stickers for marketing those items and programs that are funded by A2E2 so that students, staff and faculty are aware of where the funds are being spent. Weiss suggested that faculty who receive an A2E2 award, whether UAP, EIRA, or ECL, be asked to submit a press release to their department for inclusion in any departmental newsletter. The Pioneer was suggested as a good way to inform students of how the fee is being used. Woods would like to see a calendar of proposal submission dates and other deadlines.

CONCLUSIONS
Marketing efforts will be undertaken to inform the campus community about A2E2 fees.

7d. Student Retention and Graduation Subcommittee
DISCUSSION
Balgas reported that the subcommittee has been meeting monthly in both Summer and Fall Quarters. The primary focus has been improving
communication about the University Writing Skills Requirement (UWSR) and the Writing Skills Test (WST). The Committee on Instruction and Curriculum recently passed a recommendation that will go to the Academic Senate to restrict application for graduation if steps have not begun to satisfy the UWSR. A communication has been developed that will be sent to the approximately 4,000 to 5,000 students who are eligible for but have not satisfied the UWSR either through coursework or the WST. PeopleSoft data is not currently available to develop an accurate list.

Nguyen mentioned that Helen Ly has been hired as the Writing Center (funded by A2E2 UAP) Director. There is space in the Library and the Center will begin operation in January 2015. Further discussion about funding and strategy led to the suggestion that Bliss, Nguyen, Opp and Wiley meet to discuss coordination of WST and report back to SSAC.

Wiley stated that graduate students are in need of tutoring and would like to find a funding source.

The SRGS is also looking at a number of surveys that have been conducted. Murphy mentioned that the BSSE results were received last week, and she will confer with Yeung on analysis. Murphy would like to administer the BSSE to all incoming freshmen, and the NSSE at the end of the freshman year and to seniors. Houpis asked that a schedule be prepared and posted. It was mentioned that to encourage seniors and end of year freshmen to complete the survey $5.00 would be added to their Bay Card. Wiley asked if CSUEB was able to include any additional questions. That is not possible with the BSSE or NSSE, but Yeung stated that there were a number of items that could be aligned with specific ILOs. The Library asked that the information literacy module be included so that will be available. Consensus was that an item analysis would be helpful.

**CONCLUSIONS**

7e. Educational Effectiveness Subcommittee

DISCUSSION

The Enhancing Student Success Partnership steering committee is composed of Opp, Balgas, Chester, Donnelly, Murphy, Wiley, and Yeung. The team is working on developing a student success strategic plan. The data training, attended by many SSAC members, presented by the Education Delivery Institute (EDI) on November 21, 2014 was very successful.

The EAB SSC Advising Platform has seen increasing use. Pilot 1 (Theatre & Dance, Physics, and College of Business and Economics) is ongoing. Pilot 2 will include Biology, Kinesiology, and Criminal Justice Administration. Additional trainings for advisors in Student Affairs and AACE are scheduled. Data analysis questions should be directed to Yeung. A feature that should soon be available is the ability to import notes from SSC into PeopleSoft. EAB is also working on a student facing mobile app that could send reminders to students.

**CONCLUSION**

4. Member notes

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<thead>
<tr>
<th>Name</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Hébert</td>
<td>Kaleidoscope, a faculty/staff mentoring program that focuses in incoming African American students is being adopted.</td>
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<td>Murphy</td>
<td>She reiterated Opp’s endorsement of the upcoming mobile app from EAB. She also mentioned that Peer Mentors, working with ASI and Housing, are distributing stress bags and encouraging study sessions on campus.</td>
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<tr>
<td>Woods</td>
<td>The ombuds program is in development; also a program similar to GANAS that will be focused on African American transfer students should be rolling out soon.</td>
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<td>Weiss</td>
<td>There are two faculty learning communities that are addressing the ILOs, one on Ethics and one on Information Literacy.</td>
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<td>Hinrichs</td>
<td>The search for a new Diversity Center director should be complete in January. Student philanthropy is evidenced by the very large collection of food goods. Houpis asked that Hinrichs be sure to let University Communication know.</td>
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<tr>
<td>Nguyen</td>
<td>There is a new STEM advising coordinator at SCAA.</td>
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<td>Monat</td>
<td>The College of Science Student Service Center now has one full time and two half time advisors. Pre-nursing students are now being advised at the Center.</td>
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Bliss
A large change in advising structure was implemented this quarter. Students are
directed to advisors assigned by college. AACE hosted a Fall Career Fair. The
Winter Fair is being advertised with the theme “It’s Crunch Time”. There will be
a STEM Career Expo on February 19. High school students will be invited for
the first part, and then it will transform into a career fair for CSUEB students.
The Expo is made possible in part by a grant from Chevron.

Balgas
She is working on an application for the Governor’s Award for Innovation in
Education based on GANAS. This is a busy time because applications are being
submitted and since we are holding to the November 30 deadline for the first
time many students are unaware. The consolidation of Veterans Services is
ongoing.

Chester
Michelle Xiong in the College of Letters, Arts & Social Sciences Student Service
Center is doing great work with the students through use of the EAB SSC
Advising Platform. The Sankofa program has interested faculty and existent
courses; they hope to start the program in Fall 2015.

Wiley
Applications are being accepted for a pre-doctoral program and a doctoral
program through the Chancellor’s Office. Because more students have applied
for summer awards, funding is constrained and competition is high. She will be
doing a presentation later today at the SCAA for interested students.

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<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Notify cabinet of new members Yeung and Pliska</td>
<td>Houpis/Hébert</td>
<td>1/14/2015</td>
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<tr>
<td>Send calendar notice for SSAC 2015 meetings</td>
<td>Donnelly</td>
<td>complete</td>
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<tr>
<td>Distribute A2E2 branding information to Academic Affairs, in particular Department Chairs</td>
<td>Houpis</td>
<td></td>
</tr>
<tr>
<td>Distribute A2E2 branding information to Pioneer News</td>
<td>Hébert</td>
<td></td>
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<tr>
<td>Meet to coordinate WST tutoring, Writing Center, help with writing personal statements, administration of WST</td>
<td>Bliss, Nguyen, Opp, Wiley</td>
<td>1/14/2015</td>
</tr>
<tr>
<td>Post links to CSU Dashboard and Graduation Initiative Report</td>
<td>Donnelly</td>
<td></td>
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<tr>
<td>Send press release on student philanthropy to J Bliss</td>
<td>Hinrichs</td>
<td></td>
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