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

### Attendees
| Diana Balgas, Larry Bliss, Linda Dalton, Tamra Donnelly, Jiansheng Guo, Stan Hébert, Marguerite Hinrichs, Jim Houpis, Amber Machamer, Sue Opp, Don Scoble, Greg Smith, Mitch Watnik, Donna Wiley (by phone), Michelle Xiong |

### Guests

### Agenda Item

#### 1a. Strategic Enrollment Planning and Management Subcommittee

**Discussion**
The committee reviewed whether summer quarter should be moved to self-support. It will be referred to cabinet.

**Conclusions**

#### 1b. Student Success Committee

**Discussion**
The committee recommends updating its name to Student Retention and Graduation Subcommittee. The committee spent the last meeting reviewing its projects in order to prepare its submission for the WASC self-study. Guo inquired about the availability of data to allow programs to track students and see if they are meeting milestones. Machamer reported that PIR is currently validating the data in the dashboards that are in development. Opp thought the information would be available from the upcoming Student Success Collaborative with the Education Advisory Board. She will have more information after a conference call on December 20.

There is a milestone map with information on both academic and co-curricular milestones under development by APGS, with input from both Bliss and Murphy.

**Conclusions**

#### 1c. Student Communication Management Subcommittee

**Discussion**
Scoble reported that the search for a new director is close to the end, with finalists visiting campus today. The search committee plans to make a recommendation to VP Serjoie this afternoon, and hopefully someone will be hired by the end of this month. Once the new administrator is hired the department will be able to move forward, there are currently two open positions waiting for the new director to be in place before searching.

**Conclusions**

#### 1d. A2E2 – UAP Subcommittee

**Discussion**
The UAP committee has not met, but expects no call for funding to go out. The A2E2 fee has not been increased, and current funding is already earmarked. Opp reported that the A2E2 Advisory Committee has been meeting, working on policies. The UAP programs will be expected to submit reports. UAP student member will be Xiong and faculty member will be Watnik.

**Conclusions**

#### 1e. Transfer Credit Advisory Group

**Discussion**
Smith reported that transfer evaluation rate has improved tremendously. 35% of fall 2013 transfer admits have pending evaluations. Because fall is the largest N, he does not foresee needing to increase staff to meet the demand for winter and spring evaluations. Asked whether a one quarter turnaround is possible he said with current staffing, not for fall, but probably for winter and spring. With one more staff dedicated to evaluations, it could be done.

eTranscripts are almost ready to go into production with PeopleSoft. There will be both a data transfer and a pdf view of transcripts so that faculty will be able to look at a transcript, and PeopleSoft will be able to upload. Most feeder campuses are already using the software system, and the one local district that is not, is in
consultation with their vendor to make it so.

## CONCLUSIONS

### 2a. Council on Retention and Graduation

Houpis reported on the cabinet level Council on Retention and Graduation. It is tasked with defining how CSUEB can move forward in an educated manner, and plans to bring in a consultant to gain another perspective on where we are and where we can go. Dean Rountree suggested meeting with Peter Ewell to develop a list of possible consultants. It is important that any consultant afford an independent view, without an agenda or professional affiliation to promote. Ken O’Donnell was also suggested as a source for recommendations. Membership in EAB could provide a research report that would offer a comparison between similar campuses, where we stand in terms of best practices. The consultant will be asked to make recommendations that would effect a dramatic change, not incremental. The consultant will provide a different lens and allow us to continue doing the necessary work while a plan is developed.

## DISCUSSION

### 2b. Update on College Advising Centers

Bliss reported that A2E2 funds are being used to grow or create college advising centers. AACE receives A2E2 funds to coordinate the effort, and Michelle Hingst has been hired as the AACE coordinator for the project. CBE has the most developed college advising center. They currently refer students to AACE for non-major advising and to faculty for career advising. CLASS culture is for all major advising to be in the purview of faculty. The CLASS college advisor is currently collecting roadmaps for all programs. COS is moving toward college based advising department by department. CEAS college advising will be for HRT and KINE only. There was a general meeting held last month, and there are plans to have two meetings per quarter. When AdvisorTrac is in place (December 18, 2013) the college centers will be able to use it to create an electronic record for all advising. However, AdvisorTrac does not communicate with PeopleSoft, so there is a need to develop a way to capture advisor notes in PeopleSoft, so they are visible to faculty advisors.

Houpis mentioned that the A2E2-UAP funds were intended to support best practices. Students do change majors, and it is important that they receive comparable information and services from any advising center at any college. Bliss was charged with defining the college advising centers so that they offer consistency to all students. Opp mentioned that roadmaps should also be consistent between majors.

There was further discussion on the needs of various colleges and whether consistency was possible. Members also expressed concern that the centers would take over the faculty role in advising. This will not be the case, and faculty will continue their role in advising. The degree to which that will occur will depend on the culture of the individual colleges.

### CONCLUSIONS

The college advising center structure will be uniform, based on best practices.

## 2c. Student Academic Support Systems Streamlining (SASSS) Project

Opp reported on the various projects that are being grouped under one umbrella:

1. Streamlining: the cabinet formed a group to streamline student processes with Opp as the sponsor;
2. e-Advising: there was a chancellor’s office RFP, CSUEB was awarded $50,000 which will be used for a consultant for the Streamlining project. These are one time funds, available only this year.
3. Intrusive Advising: Bliss and Machamer applied for and received CO funding through an RFP. There is approx. $250,000 available and they are moving forward with developing milestones and dashboards.
4. EAB Student Success Collaborative: this project will integrate data from PeopleSoft into reports that can be used by advisors to improve student success rates by determining roadblocks and success paths.
5. Graduation Initiative: (report due next week) This started in Fall 2009 and runs for a six year period. The goal is to decrease the URM gap. CSUEB has been submitting reports on a regular basis and the response from the CO is that we do
a lot, but we need to show what effect our actions are having on our success rate.

6. Curriculum streamlining: a future project. When/if we go to semester we will have to adopt an electronic curriculum management system. The Senate has asked for the curriculum process to be more transparent. The current paper-based system is cumbersome and difficult to track.

7. ASSIST: this system is used by community colleges, CSUs and UCs to track articulation. It is getting old and the next generation is in development. The expected rollout is Fall 2014.

Opp is working with Project Management to develop a timeline and Gantt chart to develop an overview to be able to see how these various project interface. She will continue to update SSAC on progress of SASS.

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<tr>
<th>DISCUSSION</th>
<th>5. Member notes</th>
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<tr>
<td>Balgas</td>
<td>GANAS has a new brochure (distributed to members). They will have two cohorts for fall 2014. There will be a presentation on GANAS at the Counselors’ Breakfast on December 12.</td>
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<td>Guo</td>
<td>Guo believes that automating the degree audit should be a number one priority.</td>
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<td>Hinrichs</td>
<td>The last transfer orientation on 12/6/13 was attended by approximately 160 students; each time the event is held improvements are seen. Her department is working on leadership programs, orientations, and homecoming.</td>
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<td>Opp</td>
<td>The Articulation Officer is retiring; the search failed, will be reposted in the new year.</td>
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<td>Smith</td>
<td>The southern California recruiting program is very successful. He will be attending the Counselors’ Breakfast on December 12.</td>
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<td>Xiong</td>
<td>She values the collaboration with students and hopes that we will all attend ASI events whenever possible.</td>
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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<td>Develop definition of college advising centers</td>
<td>Bliss</td>
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