## Meeting Notes – February 20, 2013

### Student Success and Assessment Committee (SSAC)

### ATTENDEES
- Diana Balgas, Larry Bliss, Jerry Chang, Linda Dalton, Tamra Donnelly, Jiansheng Guo, Marguerite Henrichs, Jim Houpis, Amber Machamer, Alan Monat, Sally Murphy, Sue Opp, Don Scoble, Greg Smith, Donna Wiley

### GUESTS

### AGENDA ITEM

#### 1a. Student Success Committee

**DISCUSSION**

Balgas reported that the committee last met on February 11. They continued to review the mid-year report. Data has been supplied by PIR and Donnelly will get access to the SSAC SharePoint site to be able to post information in a secure spot. Bliss distributed marketing materials for the May Month of Advising (fortune cookies). First Generation data was made available; Scoble asked that the figures be sent to him to use in University communications. Opp wondered if information on faculty and staff was available. Bliss and Murphy are continuing to work on undergraduate milestones.

### CONCLUSIONS

#### 1b. Student Communication Management Subcommittee

**DISCUSSION**

The committee met, looked at the website, brainstormed what it could/should look like, what should be linked, discussed a printable checklist for students. They would like to develop an ADA compliant calendar that would have a built in system to alert students when deadlines are approaching.

### CONCLUSIONS

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

**DISCUSSION**

SEMP met on 2/19/13, and they will continue to meet every other week. Dalton distributed an update on summer enrollment. All graduate students (with listed exceptions) will enroll through self-support. Opp pointed out that students could actually pay less through self-support depending on unit load. Wiley will draft a message to graduate students, will coordinate the sending with Schneider. The message will include an illustration of differences between self-support costs and state support costs, and shall include a disclaimer that fees are subject to change. State University Grants will not be available for self-support coursework, but loan programs will still be available.

Houpis gave the rational for moving to self-support summer. CSUEB is one of only two CSUs that offer state support summer. With flat enrollment, it is a strategic decision to convert the summer to self-support. Houpis confirmed that self-support enrollment will not count toward target. Continuous enrollment status will be granted, by hand if necessary, so that graduate students are not penalized.

Fall 2013 targets have been set: 1600 new FTF and 1880 new Transfer students. CBE has a Business Cluster in development, it is too late to develop a new Honors Cluster, but could easily incorporate Honors Sections into GS. Phelps will be sending a message out to approximately 2700 eligible students, and the expectation is for a 12% enrollment (324 students). The target audience of mailings is parents, the target of electronic communications is students. Scoble was asked to develop ideas for video clips. Houpis will forward the Points of Pride which all colleges have submitted to Scoble for incorporation.

### CONCLUSIONS

#### 1d. A2E2 – UAP Subcommittee

**DISCUSSION**

The UAP committee met on 2/13/13. Members discussed a call for reports on projects funded in 2012-13. Houpis would like to get information on balances remaining as soon as possible, so that funds can be reallocated this year to IREE requests. Bliss volunteered that his area will not spend $25K of its allocation;
there is another $50K that was allocated for Health Center expenses that will not be spent. All other recipients will be asked to send a summary as soon as possible. Opp discussed whether a call for new proposals should go out. SSAC determined that this year and next would be needed to evaluate the actual A2E2 funds that have been committed, so no call this spring. SSAC will evaluate the chart that Dalton prepared and this will go on the next agenda. Any future reallocation of funds will give priority to continued funding of salaries and benefits. This time next year should be a good time to survey students to see if they believe A2E2 funds are being spent appropriately. Houpis mentioned that he has asked for a report from the colleges on how they have spent ECL funds.

**CONCLUSIONS**

1e. Transfer Credit Advisory Group

**DISCUSSION** Smith reported the group has continued to meet and they are making good progress. They should have a near final report at the next meeting.

**CONCLUSIONS**

1f. Prerequisite Task Force

**DISCUSSION** Watnik was unable to attend due to a conflict. Opp reported that CIC met and found that flagging, as suggested by Weiss at an earlier meeting, was not possible. CIC will recommend that CBE pilot prerequisite enforcement in fall 2014. This will give faculty time to review their course descriptions. Opp mentioned that July 1, 2013 is the deadline for catalog changes effective fall 2014. Prerequisite enforcement for lower division courses was discussed, in particular sequential courses. Murphy pointed out that with block enrollments freshmen are not allowed to enroll in courses for which they are not eligible. Sophomores are primarily native students, so transfer credit should not be an issue for their enrollment status. Houpis would like a list of all lower division courses with pre-requisites.

**CONCLUSIONS**

2. Graduation Initiative Reports due

**DISCUSSION** The Graduation Initiative report is due to the CO at the end of this week.

**CONCLUSIONS**

**ACTION ITEMS**

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate with graduate students regarding self-support summer enrollment</td>
<td>Wiley</td>
<td></td>
</tr>
<tr>
<td>Send Points of Pride to Scoble</td>
<td>Houpis</td>
<td></td>
</tr>
<tr>
<td>Call for reports on UAP funds</td>
<td>Opp</td>
<td></td>
</tr>
<tr>
<td>Send Graduation Initiative Report to CO</td>
<td>Opp</td>
<td>2/22/13</td>
</tr>
</tbody>
</table>