Meeting Notes – February 6, 2013
Student Success and Assessment Committee (SSAC)

ATTENDEES
Diana Balgas, Larry Bliss, Linda Dalton, Tamra Donnelly, Jiansheng Guo, Marguerite Henrichs, Jim Houpis, Amber Machamer, Alan Monat, Sally Murphy, Sue Opp, Don Scoble, Greg Smith, Mitch Watnik, Jessica Weiss, John Whitman, Donna Wiley

GUESTS

AGENDA ITEM

1a. Student Success Committee

DISCUSSION
Balgas reported that the committee last met on 1/28/13, and reported on four areas of concentration. The committee is developing a mid-year report, will review it again at the next meeting. The 08 cohort intrusive advising project is continuing, and some students are making good progress to a degree. Data on the 09 cohort is being reviewed and actions planned. Due to resource restrictions, AACE will place a limit of 50 participants out of the potential 180 students identified as possible recipients of intrusive advising.

The provost suggested making the data the committee is reviewing available to SSAC members. Machamer stated that it could be included in the data warehouse with appropriate access restrictions placed on it. She will review the possibilities and report at the next meeting.

Students need to have early access to progress to degree completion, specifically in their major. PEMSA sends a list out on a regular basis to departments to alert them which students need a grad check. Houpis requested that the Student Success Committee add this issue to its list of goals, and include Assoc Deans Monat and Guo as resource members for this task.

Whitman suggested developing a summary of best practices for advising. It was mentioned that the catalog needs a thorough review to be sure it has accurate information. The role of the new college advising centers should be included in the catalog.

At the Student Success meeting Bliss suggested a Month of Advising, after discussion May was suggested. Dalton agreed that this was appropriate, since both summer and fall enrollment takes place in May and students could use the information made available to help with future planning. The focus would be on contacting students with reminders of what advising services they could/should be taking advantage of, and what goals they should plan to accomplish. Houpis encouraged the committee to make a plan and bring it to the next SSAC meeting. He recommended working with Scoble on the communication plan.

The Writing Skills Test data review was also added to committee goals. This led to a short discussion of A2E2 funds used for tutoring to help students meet the UWSR. Members suggested that each discipline should take responsibility for teaching writing in the major.

CONCLUSIONS

1b. Student Communication Management Subcommittee

DISCUSSION
The committee is scheduling a meeting. Membership was discussed, the subcommittee consists of Rhonda Johnson, Martin Castillo, John Whitman, Ilana Samuels and Sally Murphy.

CONCLUSIONS

1c. Strategic Enrollment Planning and Management Subcommittee

DISCUSSION
The committee held its first meeting, and the next is being scheduled. Discussion at the meeting demonstrated that everyone has the same goals, and there are lots of issues to take care of, both short, medium and long term.

CONCLUSIONS
Dalton emphasized that Planning should be included in the committee name, since it is an important part of the charge.
1d. A2E2 – UAP Subcommittee

DISCUSSION
Opp said a call for funding needs to be developed. Watnik and Weiss accepted membership on the committee for the short term commitment to develop the RFP.

CONCLUSIONS

1e. Transfer Credit Advisory Group

DISCUSSION
Smith reported the group will meet again on Monday. They are working on systematizing processes and communication.

CONCLUSIONS

1f. Prerequisite Task Force

DISCUSSION
Watnik sent a report to SSAC. Opp stated that some of the information presented was inaccurate. Guo suggested that this was not a faculty governance issue but a procedural issue. Weiss suggested beginning with a warning flag if a student enrolls in a course without having completed the prerequisites. Machamer suggested looking at what the impact would be on enrollment if prerequisites were enforced, and analyzing whether or not having prerequisites has an effect on student success. Houpis requested that the task force reconvene to address the issue as an administrative rather than curricular issue. Programs are in the process of reviewing catalog copy and can make any adjustments to course descriptions on an ongoing basis.

CONCLUSIONS
Task force will reconvene with Monat, Guo, Murray, Wiley, Watnik, Weiss, Smith, and Bliss included.

New business

DISCUSSION
Murphy announced that all block scheduling (with a few exceptions) was completed for Spring 2013.
Weiss mentioned two upcoming symposia: CSU Teach and Learning at the Maritime Academy; and a Compass meeting at Canada College.
Guo would like to see CSUEB move to electronic paperwork for student advising and tracking as soon as possible. The Student Success committee will add this to its goals for 2013-14.
Whitman announced a presentation in the Biella Room about his visit to Nepal and Mt. Everest.
Houpis asked that everyone check their campus websites for currency.
Opp noted that she will be putting a call out for Graduation Initiative Reports that are due to the CO at the end of the month.

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>Check campus websites for currency and links</td>
<td>All</td>
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<tr>
<td>Reconvene prerequisite task force</td>
<td>Watnik</td>
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<td>Add electronic paperwork implementation study to SS goals for 2013-14</td>
<td>Balgas/Machamer</td>
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<td>Send Graduation Initiative Report to Opp</td>
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