### AGENDA ITEM

**Meeting notice:**

On Monday, March 17, 2014 there will be a special meeting of SSAC to meet with a consultant, Rebecca Martin, who represents US Education Delivery Institute. Hébert reported that Houpis and Opp were introduced to this company at a conference. They felt it would be worthwhile to engage their services to assist CSUEB in taking an in depth look at student success initiatives across campus and how the campus could improve on its current processes.

### CONCLUSIONS

1. **Review notes from last meeting (2/12/2014)**

   **DISCUSSION**
   
   No updates.

2a. **Student Retention and Graduation Committee**

   **DISCUSSION**
   
   At the last meeting the chairs of the senate Committee on Instruction and Curriculum (CIC) and the Writing Skills Subcommittee (WSS) of CIC met with the committee to discuss the University Writing Skills Requirement (UWSR) and how it impacts students. Balgas distributed a summary of that meeting. Topics discussed included placing a hold on filing for graduation until some attempt was made to satisfy the UWSR; distribution of information on the UWSR at transfer orientation; contracting with ETS to allow students to participate (at a cost of $13 to the student) in two administrations of a writing skills test (WST) to prepare for the campus WST; the need for a support infrastructure before writing in the discipline is adopted (for example, graduate writing assistants); a communication plan to better inform students. Wiley offered to assist Schneider with developing a communication plan.

   SSAC charged the subcommittee with development of a communication plan to be included in a structured annual report, due May 1, with a statement of the problem, a strategy to implement, a solution and an implementation plan.

   **CONCLUSIONS**
   
   SRGS will be charged with development of a communication plan.

2b. **Student Communication Management Subcommittee**

   **DISCUSSION**
   
   Murphy and J Bliss met, determined that there is no simple fix. SSAC will revisit the committee charge, perhaps recommend disbandment.

2c. **A2E2 – UAP Subcommittee**

   **DISCUSSION**
   
   Audrey Katzman, who is tasked with monitoring A2E2 Fee expenditures, will be added to the UAP subcommittee. An RFP has been developed, will be sent to the committee for approval. The call for reports will be included.

   **CONCLUSIONS**
   
   **2d. Transfer Credit Advisory Group**

   **DISCUSSION**
   
   Next quarterly meeting will be in May 2014.

   **CONCLUSIONS**
   
   **3a. Council on Retention and Graduation**

   **DISCUSSION**
   
   The council is sponsoring the meetings with the consultant, mentioned above.

   **CONCLUSIONS**
   
   **3b. WASC update**
## DISCUSSION

Opp stated that the WASC report will need evidence for all statements. The Steering Committee needs clear reports on what we have done, why it was done, and what was accomplished. She reviewed the format of the report that will be submitted in summer 2014.

## CONCLUSIONS

### 4. Member notes

| Opp | The EAB pilot is going well, the data transfer has been successful. The consultant from IO for the Student Academic Support Streamlining Process has been meeting with various campus groups since Monday, March 10, and will complete her visit on Thursday, March 14. The meetings have been going well. Balgas asked if groups such as EOP would be included; Opp said this week is more for an overview than for specific programs. |
| Hebert | Students have been very active in immigration reform and AB 540; they see this as the biggest civil rights issue of their generation. He hoped that the first year book could be about immigration reform. He said the statewide student government organization is looking at the quarter to semester conversion. There will be a PEW Institute speaker on campus next week. |
| Hebert | There will be an outdoor Spring Career Fair on April 24, 2014. They are expecting 75 employers, which is the table limit for the venue (outside AE) |
| Watnik | Watnik reported that ASI was considering a resolution concerning non-major advising. ASI has some objections to the questions asked on the Student Evaluation of Teaching (SET), which they find to be meaningless. Watnik reiterated his recommendation that the Student Affairs Liaison Officer (SALO) position be reinstated, but it is unlikely to be staffed without assigned time. |
| Guo | CLASS is close to completing a search for the second advisor in the college student service center. |
| Balgas | Discussed the GANAS program students, many of whom are not only first generation college students, they are also first generation Americans. |
| Wiley | Gave a brief update on the Blackboard Outcomes project, there has been interest from more departments, including Health Sciences. |
| Monat | College of Science continues to work on its new website. The April 15 deadline for roadmaps for all programs should be considered a stretch goal. They have made a new hire for the student service center in the college; Opp reminded that this information should be included in the UAP report that will be requested. He reported that they have more students than space, particularly in Health Sciences and Computer Science has large waitlists in graduate courses (this can be controlled by department admission practice). They are unable to find qualified lecturers, whether or not they stay within target. |
| Schneider | 86% of major checks for spring graduates have been completed. |
| Dalton | Summer 2014 will be primarily self-support, as a way to manage the enrollment target. Summer enrollments are not meant to be “removed” from the regular year, but rather as additional units that do not need to be counted, freeing up enrollment for fall through spring. The cost for students is no higher than state-support, in fact the cost of 12 units in self-support is slightly lower than regular state-support. |