**Meeting Notes – April 17, 2013**  
**Student Success and Assessment Committee (SSAC)**

**ATTENDEES**  
Diana Balgas, Larry Bliss, Jerry Chang, Linda Dalton, Tamra Donnelly, Jiansheng Guo, Marguerite Hinrichs, Amber Machamer, Sue Opp, Don Scoble, Mitch Watnik, Jessica Weiss, John Whitman

**GUESTS**  
Amanda Segura (for Greg Smith)

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<th>AGENDA ITEM</th>
<th>1a. Student Success Committee</th>
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**DISCUSSION**  
Machamer reported that the committee discussed the executive summaries of the senior exit survey and the ILO survey from spring 2012, the senior survey will be repeated this spring. PIR will be creating a survey repository where the campus community will be able to access data from surveys already administered. Opp suggested it should go behind a login screen. Machamer voiced concern about making data available that would allow identification of individuals. The first meeting of the survey management committee has not been called due to time constraints. Climate survey/satisfaction survey alternation was discussed, as well as alternation of ILO and PLO surveys. PIR would like to reserve fall quarter for a faculty/staff/student climate survey, winter for a student satisfaction survey, and spring for the senior exit survey. Chang recommended including alumni in surveys to truly measure student success after graduation. The senior survey in use currently will not be available and PIR is looking at HERI and EDI as possible replacements. Watnik recommended against in-house surveys because there would not be national benchmarks available, and it is difficult to create a survey that is not self-serving. It was suggested that it appears there is no administrative support for a climate survey until WASC accreditation is impending; Opp stated that she wishes to piggy-back on the proposed survey, she is not the driving force behind it. Bliss mentioned that AACE administers an annual survey and the annual report for 2012 should be available next week. He will distribute it at the next SSAC meeting. He would like to develop college-specific reports based on the data received. Bliss reported that Career Month has been going well, the career panels have been well attended, the Career Fair is coming up.

**CONCLUSIONS**  
Consider training in data warehouse reports for advising staff/faculty; review

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<th>AGENDA ITEM</th>
<th>1b. Student Communication Management Subcommittee</th>
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**DISCUSSION**  
Murphy and Scoble met to discuss interim website solutions. Scoble mentioned that there have been a number of students who are unclear on the graduation process, so a link has been placed on the home page that goes directly to commencement information. He said this is similar to what he and Murphy would like to see for a broad based student information page. Students prefer social media contact over email contact. Chang suggested putting links to websites within social media as a more effective method of information dispersal. When emails do go out, students are more likely to read something from their major department or a faculty member, as opposed to massmail or similar senders. Hinrichs mentioned that she regularly asks students if they have read the weekly student email and is told no. Watnik discussed his method, as statistics advisor, or contacting stat majors. Opp said the Pioneer Data Warehouse reports would be a more useful tool than PeopleSoft for developing student lists to include double majors. Watnik thinks that training in the data warehouse for faculty advisors would be beneficial. AACE is holding 6 open houses for freshmen this month, and asking a brief 5 question survey. One of the questions is how would you most like to hear from us. Bliss will share the results with SSAC when they are compiled.
### 1c. Strategic Enrollment Planning and Management Subcommittee

**DISCUSSION**

SEPM discussed a memo from Chancellor White, discussing distribution of $10M and $7.2M in funds. CSUEB is eligible to apply for funding from both sources. A Pre-RFP has been distributed, and there will be an RFP available on April 29, due May 31. Dalton stated that the intent is to consolidate, focus and expand on what campuses are currently engaged in. All submissions will be made by the presidents, but cabinet will likely ask the Provost to provide leadership through SSAC to develop proposals.

**CONCLUSIONS**

All committee members are asked to provide input on the Student Success initiatives that are ongoing in their areas.

### 1d. A2E2 – UAP Subcommittee

**DISCUSSION**

The next A2E2 UAP meeting will be held on 4/22/13. Reports are being submitted, the committee will discuss whether or not a call for new proposals will go out. Accurate budget reports are imperative.

**CONCLUSIONS**

### 1e. Transfer Credit Advisory Group

**DISCUSSION**

PEMSA has developed a transfer credit unit that will be housed under the Registrar. Since admissions is a less complicated process than evaluation this structure will provide more emphasis to the evaluation aspect. There will be regular meetings with evaluators, AACE, GE, and International Studies. The committee is still refining the CAAR.

**CONCLUSIONS**

### 1f. Prerequisite Task Force

**DISCUSSION**

The proposal for prerequisite enforcement will have a first reading at the next Senate meeting.

**CONCLUSIONS**

### Announcements

**DISCUSSION**

Chng announced that ASI is moving forward with plans to appoint 2 students with alternating terms to university committees. Dalton expressed appreciation for the ASI efforts this year to fill committee appointments.

Whitman reported that the writing skills test intervention with 2008 freshman cohort students is progressing. All eligible students were contacted, heard back from 200. There will be a workshop held this evening (4/17/13), the first of four to be offered.

**CONCLUSIONS**

### 2. Follow-up

**DISCUSSION**

a. Admissions letters: Smith is reviewing.
b. Contact sheet was distributed to deans
c. Discussed under 1b. above.

**CONCLUSIONS**

### ACTION ITEMS

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