### Meeting Notes – April 9, 2014, 11:00 – 12:30, SA 4350

**Student Success and Assessment Committee (SSAC)**

<table>
<thead>
<tr>
<th>ATTENDEES</th>
<th>GUESTS</th>
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<tr>
<td>Diana Balgas, Larry Bliss, Linda Dalton, Tamra Donnelly, Jiansheng Guo,</td>
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<td>Darrell Haydon, Stan Hebert, Marguerite Hinrichs, Marie Ibarra, Amber</td>
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<td>Machamer, Sally Murphy, Sue Opp, Angela Schneider, John Wenzler, Donna</td>
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<td>Wiley, Dianne Rush Woods</td>
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### AGENDA ITEM

#### Introductions

New members in attendance were Darrell Haydon, AVP for Financial Services, Marie Ibarra, ASI representative, and John Wenzler, Dean of the Library for SCAA

#### 1. Review notes from last meeting (3/26/2014)

**DISCUSSION**

No updates.

**CONCLUSIONS**

#### 2a. UWSR letter

Schneider spoke about the plan to make students more aware of the UWSR requirement and presented two draft letters to inform students. Members discussed the language and made some suggestions on content and appropriate timing. All agreed that a paper letter will get students’ attention. Bliss suggested that a flyer for the SCAA workshop on the WST be included, since students who attend a workshop have a much higher pass rate. Murphy stated that while there is no data, anecdotal evidence is that an in person workshop is more effective than online. The committee looked at the website and determined that the link to the online workshop is not readily apparent and should be moved to a higher place on the page. The members preferred draft 2, it has more information. After some discussion it was agreed that the letter should be sent out on generic University letterhead, with the registrar’s office as the signator. It would be best to send it out before registration opens for fall classes, addressed to all undergraduate students with 90 or more units (including those in progress) with those who have begun satisfaction of the requirement removed from the distribution. The letter will be available at transfer orientations. Faculty and staff will be notified in advance of the mailing so that they will be able to respond to inquiries from students. It will be sent out to a variety of listservs. The addition of a reminder on Blackboard was discussed.

**CONCLUSIONS**

Wenzler will work with SCAA to develop a flyer for inclusion.

#### 2b. Dashboard Update

**DISCUSSION**

Dalton reported that the Data Warehouse steering committee met last week and determined that dashboards are a high priority.

**CONCLUSIONS**

#### 3a. Student Retention and Graduation Committee

**DISCUSSION**

Balgas distributed the University Writing Skills Requirement Communication Plan that the committee members developed. Due to time constraints Machamer reviewed the PeopleSoft entry first, and indicated that it is important to first determine that the data is both accurate and useful. Murphy asked if one of the variables is “not started.” Perry’s input would be very helpful and he will be contacted. Dalton will be sure that the UWSR indicator is a priority.

Registrar: addressed above

Student Government: Ibarra will work with Margaret Rustick, chair of the Writing Skills Subcommittee, to accurately update the flow chart for satisfaction of the UWSR. ASI will continue to work on publicity of the requirement.

Faculty: some faculty are not aware of the requirement and the possible ways to satisfy it. Watnik and Murphy will address this. Faculty in upper division courses...
will be asked to publicize the UWSR and encourage students to complete the requirement. Web/Media Plan: Schneider has asked for a url for the WST, it will be www.csueastbay.edu/wst and will go to the current WST page, and the link can be updated as needed. AACE has some funding available that can be used for publicity; Schneider has updated the important dates to include WST information MyCSUEB: possible posting on MyCSUEB and Blackboard were discussed College Advising Centers: Training will be offered by AACE to ensure consistency.

### CONCLUSIONS

#### 3b. Student Communication Management Subcommittee

**DISCUSSION** Subcommittee has not met. Murphy reported on a Sacramento State workshop on supplemental instruction. There will be a call coming from the Chancellor’s Office to fund. Supplemental instruction is different from tutoring. Murphy will develop a summary but she wants SSAC to be aware of the call.

#### 3c. A2E2-UAP Subcommittee

**DISCUSSION** Reports for currently funded programs are due on April 11, and new proposals are due on April 19.

#### 3d. Transfer Credit Advisory Group

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

#### 4a. Council on Retention and Graduation

**DISCUSSION** Committee has not met, but is expecting the consultant’s report soon.

#### 4b. WASC update

**DISCUSSION** All departments are asked to submit information and data to Opp and Donnelly for compilation into our self-study.

#### 5. Member notes

**Haydon** He inquired about the framework for student success. The committee charge is posted on the website.

**L Bliss** The spring career fair is fully subscribed with 80 tables reserved. Bliss passed out Easter eggs to the members.

**Balgas** An offer has been made to hire a veterans counselor.

**Schneider** Personnel changes include Alta Fortenberry now reporting to Rhonda Johnson. The Graduation Workshop was successful and well received. The Honors convocation will be held on May 17, 275 students are receiving Latin honors this year.

**Wenzler** The search for a SCAA director is ongoing. He is preparing UAP reports.

**Hebert** SA has sent a message out to students, asking who has been helpful to their success. He mentioned the staff/faculty buddy program and that a mentor related program is an ongoing project.

**Opp** Kyle Burch is the new articulation officer, he brings experience from a number of schools and has been part of the statewide articulation officers group so is quite familiar with CSU policies.

### ACTION ITEMS

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