Meeting Notes – May 21, 2014, 11:00 – 12:30, SA 4350
Student Success and Assessment Committee (SSAC)

ATTENDEES
Diana Balgas, Larry Bliss, Linda Dalton, Tamra Donnelly, Jiansheng Guo, Darrell Haydon, Stan Hebert, Marguerite Hinrichs, Marie Ibarra, Amber Machamer, Sally Murphy, Sue Opp, John Wenzler, Dianne Rush Woods

GUESTS
India Christman-Rodriguez

AGENDA ITEM
1. First Time Freshman Student Estimates

Christman-Rodriguez presented a summary of the undergraduate enrollment estimates. She reviewed the presentation from an earlier meeting that outlined the calendar for enrollment estimates based on applications, admits, and SIRs, and how each estimate is a refinement of the previous. The current estimated freshman enrollment figure is somewhere between 1,525 and 1,562, with a working number of 1,543. A number of factors could affect this estimate, including enforcement of the July 15 deadline for transcripts and the addition of 80 spots for freshmen in on campus housing. Opp asked if it has been made clear to students and high schools that July 15 deadline will be enforced this year (unlike past practice). Woods asked if the information was also sent in Spanish. Hinrichs indicated that there is a sentence on family orientation materials that refers Spanish-speakers to Spanish-language information. Dalton proposed a two-sided information letter in English/Spanish. Christman-Rodriguez said that high schools sometimes cause a delay, but if a student has a receipt showing that a transcript was requested but not processed in a timely manner than an exception could be made. She also outlined the transcript pick-up service that is provided to the local feeder high schools, and also to the high schools in southern California. San Jose State expects to reach their freshman target. The wait list that has been reported in the media is from returning students. San Francisco State is expecting the same freshman class as last year. They are implementing PeopleSoft which might impact their transfer admissions; this in turn could impact CSUEB transfer admissions. San Francisco has declared all majors impacted for 2014-15. Murphy stated that freshman clusters have been approved and there is an alternate available. General Studies is in good shape to adapt to the uncertainties of enrollment predictions.

Monat asked how many exception admits will be made. Dalton said that in 13-14 there were under 35 exceptions made, and she expects fewer in 2014-15. Monat asked if there was a limit on what the facility can handle. Dalton explained that the CO determines “capacity” by looking at classroom seats during specific times of specific days. Parking issues are not included, since there are alternative methods of transportation. CSUEB currently functions under capacity.

Haydon mentioned that student credit units (SCUs) are growing each year, despite a 17 unit limit imposed by the CO. Dalton offered the explanation that with a larger freshman class, in which students have a relatively higher unit load, SCUs have grown. The decision to implement self-support summer quarter will help to balance the target.

CONCLUSIONS
Notification letter will be translated and sent out in both English and Spanish.

2a. Student Retention and Graduation Subcommittee

Balgas reported that Glen Perry attended the last two meetings of SRGS to discuss technical aspects of implementing the communication plan for the WST. A brief investigation of using PeopleSoft for enrollment and payment for the WST indicates that a better solution would be for the Testing Office staff to submit lists of enrollees on a regular basis and have that information uploaded into PeopleSoft. The WST indicator in PeopleSoft appears to be functioning but the query needs refinement to eliminate double counting.
Murphy reported that there are currently not enough sections of ENG 1001 to serve student need. A possible solution would be to continue block scheduling into the sophomore year to ensure that students who completed remediation in freshman year will have a course available. She will contact Gary Moser in IRADS to gather information on Math remediation needs.

Ibarra reviewed the updated WST Flowchart that has been updated as requested by Margaret Rustick. Members thought it was an improvement on earlier versions and discussed the best way to put it in the hands of students. Ideas included distribution at the end of the General Studies Freshman Cluster Course, at orientation, through student service centers, and in the registrar’s letter that would also include information about the SCAA workshop. Ibarra suggested that ENG 1002 classes review it. Bliss reported that he has been working with Terry Smith to use Blackboard as a communication tool. Blackboard does not have the programming to allow a post on every 3000 level course. There is a message on the front page of Blackboard about the WST.

**CONCLUSIONS**

Ibarra will update the WST Flowchart with a date and contact information for the WST and distribute it to members.

### 2b. Student Communication Management Subcommittee

**DISCUSSION**

Murphy and Bliss are in contact.

**CONCLUSIONS**

### 2c. A2E2-UAP Subcommittee

**DISCUSSION**

Opp reported that a call for proposals went out, and emphasized that this would not be an annual call.

Last year allocations of approximately $1.5M were made. There are challenges to expense reporting and not all expenditures are showing in the Common Financial Services reports. Reports from 2013-14 were submitted and virtually every reporter was asked for clarification or more information. The committee expects to have finished review of both reports and new proposals by May 30. Opp mentioned that there was some overlap in requests for funding. Hebert wondered if there would be an opportunity for proposers to combine their proposals. The committee will review the proposals and report back to SSAC at the June 11 meeting.

**CONCLUSIONS**

### 2d. Transfer Credit Advisory Group

**DISCUSSION**

Dalton reported for Schneider. Glen Perry attended the meeting and discussed the CAAR. A shared drive is now available that houses approvals from General Education for non-ASSIST campuses’ courses. There was a demonstration of a system used at Cal Poly Pomona, College Source TES. The new articulation officer, Kyle Burch, is familiar with TES.

**CONCLUSIONS**

Meeting notes are available at the [subcommittee website](#).

### 3a. Council on Retention and Graduation

**DISCUSSION**

Houpis reported that there was light attendance due to a scheduling conflict. Opp was appointed to serve on the committee. The committee plans to retain Carl Bellone to survey the campus on existing initiatives to improve student graduation and retention. The committee also plans to retain Educational Delivery Institute. The firm has the recommendation of the Chancellor’s Office.

**CONCLUSIONS**

### 3b. WASC update

**DISCUSSION**

Opp reported that the self-study is underway and is due by August 7, 2014. Drafts of the report chapters will be posted and comments solicited. Chapter 5 is currently being worked on, and requests for more information should be expected. Opp requested and Houpis reinforced that all websites should be reviewed for currency and accuracy. Co-curricular assessment plans are requested so that they can be included in the self-study.

Houpis mentioned that Ruthy Stephan in Academic Affairs can offer assistance with finding orphan web pages that should be removed.

**CONCLUSIONS**

### 4. Member notes

**Wenzler**

Four candidates for the Director of SCAA will be on campus in June, and he hopes members will attend the open for a.

**Woods**

The African American Student Success Initiative will be hosting a Train the
Trainee pipeline event. Participants, including members of Super Sunday church groups, will receive a certificate from Continuing Education.

Graduation celebrations for EOP, Summer Bridge, Renaissance Scholars, and EXCEL will be held. In addition a first year celebration will be held for GANAS. An HIS Grant was submitted about a week ago, Balgas worked with IRADS to gather the data that was needed.

1) The effort to ease the transition to sophomore year resulted in serving 421 freshman students.
2) Day of the Advisor will take place on May 22, 2014, with keynote speaker Don Sawyer.
3) Copies of the 2012-13 Success Report were distributed. It is available on the AACE website.

We have very nearly reached the stretch goal of 65% graduation rate for transfer students.

<table>
<thead>
<tr>
<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Translate letter regarding document deadlines into Spanish and send back to</td>
<td>Christman-Rodriguez</td>
<td></td>
</tr>
<tr>
<td>back with English letter to all recipients.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Update new WST Flowchart and distribute</td>
<td>Ibarra</td>
<td></td>
</tr>
<tr>
<td>Review and update websites</td>
<td>All</td>
<td></td>
</tr>
</tbody>
</table>