**Meeting Notes – May 22, 2013**  
**Student Success and Assessment Committee (SSAC)**

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<tr>
<th>ATTENDEES</th>
<th>Diana Balgas, Larry Bliss, Jerry Chang, Linda Dalton, Tamra Donnelly, Jiansheng Guo, Marguerite Hinrichs, Jim Houpis, Alan Monat, Sue Opp, Don Scoble, Greg Smith, Mitch Watnik, John Whitman, Donna Wiley</th>
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<td>GUESTS</td>
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**AGENDA ITEM**

**1a. Student Success Committee**

Balgas deferred to Bliss to present the Intrusive Advising proposal. It was developed to create a record of what AACE has accomplished since fall 2012 when the program began, to clearly define how participants are selected, and to document the reasons for the program. While it is too early to know what the success rate will be, the study has resulted in identifying a large stumbling block for students, the Writing Skills Test. In addition, many of our students are no longer full time, since they have to work 15-20 hours per week. Houpis asked if it was possible to identify when students moved from full to part time enrollment. Bliss will incorporate that question in the information requested of students.

Opp mentioned that she met with Eric Gravenburg formerly of Sacramento State, and they discussed this issue. At Sac State they found there were two levels when this occurred, at the sophomore level, and when they were seniors. At Sac State they developed an internship program to link students with alumni, with the assumption alumni connections would encourage students to remain enrolled. Hinrichs mentioned that the first Transfer Student/Alumni mixer was scheduled for this evening, it is planned to be a quarterly event. Chang mentioned that students are sometimes unwilling to give up a low-paying but permanent job for an internship that is of finite duration.

Houpis wondered if there were a national data set of comparable institutions that we could use for comparison. IPEDS are peer institutions, but the list should be vetted to better reflect our specific demographics. CSUSB might be a good comparison school. Internship opportunities should be coordinated with the Center for Community Engagement.

Student have also had trouble getting major checks from some departments, to find out if they are on track to graduate. The suggestion was made to change the name from grad check to progress check, so that it would be seen as an advising tool, not a final check of requirements.

Houpis asked that action items for next year be added to the report. Things to take into account include how is student success defined. Opp presented information on URM Peer Mentor graduation and retention data. The results are indicative that the program is very successful. Houpis would like this information made available to incoming freshmen and their families. He mentioned a staff/student program at CSUSB which matches students up with staff who act as mentors.

**CONCLUSIONS**

**1a.i. Student Success Report**

Bliss distributed a copy of the 11-12 Student Success Report. Houpis suggested that it should be posted on the Web, distributed widely and made available to parents as well as the general public.

**1b. Student Communication Management Subcommittee**

**DISCUSSION**

No report

**CONCLUSIONS**

**1c. Strategic Enrollment Planning and Management Subcommittee**

**DISCUSSION**

Focus now is on recruitment for fall. Enrollment predictions will be adjusted in June after freshmen have SIRd. Smith said that he could develop comparative
data tables showing enrollment figures across various dates over multiple years. The southern California advising sessions are scheduled, with approximate 150 to 200 students expected at meetings in Los Angeles and Riverside. Houpis would like to track the effect of holding advising in southern CA by seeing data on the yield rates. Other members suggested that retention should be tracked by home ZIP code and demographics. There is anecdotal evidence that a number of FTF from southern California leave CSUEB during their freshman year.

**CONCLUSIONS**
Development of retention reports based on home ZIP codes could inform future enrollment management decisions.

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<th><strong>1d. A2E2 – UAP Subcommittee</strong></th>
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<td><strong>DISCUSSION</strong></td>
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<td>Reports have been submitted and are being evaluated. Budget reporting is inconsistent, and funded programs need to improve their tracking procedures.</td>
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<td><strong>CONCLUSIONS</strong></td>
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<td>All UAP funds have been spent and it is time to discuss an increase in the A2E2 fee</td>
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<th><strong>1e. Transfer Credit Advisory Group</strong></th>
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<td>Smith reported that the Transfer Credit Unit within the Registrar’s department will be active on June 1. The committee has been reviewing issues with the CAAR, and working with PeopleSoft techs. The internal document on transfer advising has been uploaded to the PEMSA intranet.</td>
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<td><strong>CONCLUSIONS</strong></td>
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<th><strong>1f. Prerequisite Task Force</strong></th>
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<td>At the meeting on 5/21/13 the Senate voted not to demand enforcement of the prerequisite policy. They would like to have a list ineligible, based on lack of prerequisites, students made available to faculty to make an informed decision on who should be dropped. Faculty would like to be sure that the system is programmed appropriately before enforcing a policy that could create havoc. Guo brought up whether waitlisted students would be included on the list and given priority if they meet requirements. This was not addressed by the Senate.</td>
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<td><strong>CONCLUSIONS</strong></td>
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<td>If cabinet approves, the Director of SCAA will become a regular member of SSAC.</td>
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<th><strong>2. Committee Membership</strong></th>
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<td>Bliss suggested that the Director of SCAA be made a regular member of the committee. The history of membership was discussed: at one point the committee was getting too large to work effectively so some members’ status was changed to resource. Dalton will take the suggestion to cabinet to discuss and act UPON.</td>
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<tr>
<td><strong>CONCLUSIONS</strong></td>
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**Announcements**

Balgas announced that June 3 from 6-8 pm there will be a rising sophomore ceremony in the University Theatre, approximately 300 EOP students are expected to attend, to mark the completion of their freshman year and attainment of sophomore status.

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Bliss announced that the fortune cookie campaign for May is Advising Month was quite successful; students came to AACE saying their fortune cookie told them it was time to meet with an advisor.

**ACTION ITEMS**

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<th><strong>PERSON RESPONSIBLE</strong></th>
<th><strong>DEADLINE</strong></th>
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<tr>
<td>All subcommittee chairs</td>
<td>6/19/2013</td>
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<td>Dalton</td>
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