Meeting Notes – May 8, 2013
Student Success and Assessment Committee (SSAC)

ATTENDEES

Diana Balgas, Jerry Chang, Linda Dalton, Tamra Donnelly, Marguerite Hinrichs, Amber Machamer, Alan Monat, Sally Murphy, Sue Opp, Don Scoble, Greg Smith, Mitch Watnik, John Whitman, Donna Wiley

GUESTS

AGENDA ITEM

1a. Student Success Committee

DISCUSSION

Balgas reported that the committee met yesterday and has been working on a document that will provide the history and definition of the intrusive advising efforts that AACE has been conducting. It should be ready to present to SSAC at the next meeting (5/22/13). The committee also discussed milestones/roadmaps. Machamer reported that to fulfill SEPM’s request to evaluate which students to call for the highest impact, the committee first needs to gather information from Enrollment Management to see what is being done currently, basically to develop an inventory of current procedures. Smith will distribute that information to the committee.

The “Sally calculator” is being developed and it will be made available via the Data Warehouse to those with appropriate access. It will allow calculation of needed sections based on predicted enrollment and should help with scheduling. Machamer informed SSAC that FDEC is planning on administering a climate survey, which has not been done since 2006. There is a need for this survey, but the discussion of which one to use is problematic. PIR would like to use a third party survey for students, staff and faculty so that there are national benchmarks, along with the possibility of cross-group comparisons. FDEC members are more inclined to develop an in-house survey for the faculty. Dalton recommended that the presidential appointee to FDEC bring this issue to the attention of cabinet.

The Writing Skills Test variable is now available in PeopleSoft, and PIR is working with two graduate students in a statistical regression course to evaluate the information available. Opp mentioned that regular reports used to be distributed by IR, and she will provide those to Machamer.

Whittman reported on the WST workshops: 86 students have attended and taken a trial WST. They will be scored this weekend. Students will be able to review their results (with annotations) and they are scheduled to take a WST next weekend. Whitman will ask any students who come in for tutoring why they didn’t take the test when they reached 90 units. Whitman speculated that students are not well prepared for a written exam, that they are much more comfortable with keyboarding. With over 700 participants on any one day, using computers to submit the writing samples is not possible.

CONCLUSIONS

1b. Student Communication Management Subcommittee

DISCUSSION

Due to the pending hires within University Advancement there has been some resistance to making wholesale changes to the website. Most of the deadlines have passed that would affect incoming students, so the urgency to develop this has lessened. Murphy reported that the first early advising for incoming freshmen was held last Saturday, and it was very successful. Parents were invited and many attended. They were able to ask questions of the advisors and also wanted to tour Pioneer Heights. Murphy will alert Housing that these events will be ongoing, so that they can be prepared for visitors. The students and parents took advantage of Financial Aid presence. An additional financial aid counselor will be available at future advising weekends.

CONCLUSIONS
### 1c. Strategic Enrollment Planning and Management Subcommittee

**DISCUSSION**
The committee met last week, they took a look at planning for the upcoming year based on continuing students. They looked at winter and spring quarters, when to close admissions, and a decision can be postponed until after the first and second registration period for fall. The CO has not placed limits on mid-year enrollments so it can be managed on campus.

**CONCLUSIONS**

### 1d. A2E2 – UAP Subcommittee

**DISCUSSION**
UAP met this morning. The committee has been working on getting reports from this year’s funded participants. After receiving some reports it was decided to offer training and then ask for reports to be resubmitted. All reports have now been received. The committee reviewed the summary provided and reviewed the parameters of the CO RFP that was announced yesterday. If CSUEB receives any of the funding it could affect A2E2 UAP funding recommendations.

**CONCLUSIONS**

### 1e. Transfer Credit Advisory Group

**DISCUSSION**
Smith reported that there is a new Transfer Credit Unit that will report to the Registrar, which he said is a common reporting line for similar units at UC and private campuses. The committee is also working on a cheat sheet for advisors, it should be finalized at the next meeting.

**CONCLUSIONS**

### 1f. Prerequisite Task Force

**DISCUSSION**
Watnik reported that at the first reading the prerequisite enforcement policy was not well received. He discussed this with the president, who planned to attend the next Senate meeting when the policy was to have its second reading. The president was unable to attend, so the second reading was postponed to allow the president an opportunity to express his opinion to the senators. It will be on the next Senate agenda. Opp has sent out a request for catalog updates to all departments, including check box options for removing, keeping, etc., any currently listed prerequisites, to make submission of updates less time consuming.

**CONCLUSIONS**

### Announcements

**DISCUSSION**
Wiley mentioned that direct outreach to incoming freshmen has resulted in 46 applications to the Honors Department. The outgoing and incoming Honors Directors met yesterday to discuss the program.

Financial Aid has been assigned responsibility for coordinating all scholarships on campus, including the Presidential Scholarship. Smith reported that a bit more than $80,000 is available for this scholarship, and it is awarded taking into account both need and merit. Opp asked that the committee be provided with copies of the letters that went out to solicit applications. Wiley will provide the names of the freshmen who applied to the Honors Program, and suggested that the scholarship committee reviewing the applications consider awarding some weight to the fact that these students have already applied for Honors participation.

**CONCLUSIONS**

### ACTION ITEMS

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<tr>
<td>Opp will send earlier WST reports to Machamer</td>
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<td>Smith will distribute the information students were sent about the Presidential Scholarship</td>
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<td>Wiley will provide names of freshmen Honors applicants to the Presidential Scholarship committee</td>
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