**Cal State East Bay**  
**Graduation Initiative**  
**Monthly Reporting Form**

**Campus:** East Bay  
**Team Leader:** Susan Opp  

### 1. What did your team commit to completing during this month? (What did you promise?)

- Create centralized advising unit (AACE) – status: completed  
- Cross-train professional and academic advisors – status: stage 1 completed  
- Updated GE and graduation requirement training for EOP and Excel advisors – status: stage 1 completed  
- Mandatory freshman orientation – status: completed  
- Report from Advising Task Force to SSAC – status: completed  
- Activate and promote Early Alert – status: completed  
- Identify resources to support additional sections of high demand courses – status: completed  
- Reduction in number of units during first-pass and second-pass registration – status: completed  
- Limitations on priority registration – status: completed

### 2. What did you do and how will it help?

**Improved Advising:** CSUEB created a centralized advising and career education unit called AACE. All staff in AACE were cross-trained to enable them to provide academic advice as well as career education for students. The GE Director also provided GE training to EOP and EXCEL advisors. Together these 2 activities have resulted in reduced wait times for students to see an advisor and more accurate information being given to students. The Advising Task Force also reported to the Student Success & Assessment Committee on the results of their analysis of advising as it occurs on campus and recommended a number of action items including enhanced communication plans. Improved student advising will help to facilitate efficient progress of students to graduation.

**Academic Support and Preparation:** Faculty were reminded via email of the importance of using Early Alert to notify students of course performance early in the quarter. This resulted in increased utilization of Early Alert by faculty which should help ensure that students who were not doing well have sufficient time to improve their performance during the quarter.

**Enhanced Access:** Resources were identified to support scheduling of additional sections of high demand courses. The Academic Senate reduced the number of units in which students can register during first-pass/second pass registration to give more students a chance to get courses and reduce “course shopping” by students. The Academic Senate also acted to reduce the number of students receiving priority registration to ensure that greater numbers of students would have course access. Together, these activities will enhance student access to courses needed for graduation.

### 3. What will you accomplish next month?

- Train faculty advisors in General Education (responsible party: Director GE)  
- Provide information on availability of advising services for low socio-economic status and first generation college students (responsible party: Ex Director Retention Services)  
- Reduce length of course add period (responsible party: Academic Senate)  
- Improve communication regarding advising to faculty and staff (responsible parties: SSAC, UUAC)  
- Retention study analysis (responsible party: SSAC)
Assessment of effectiveness of interventions (responsible party: SSAC)