Graduation Initiative
Monthly Reporting Form
October & November 2011

Campus: East Bay

Team Leader: Susan Opp

1. What did your team commit to completing during these months? (What did you promise?)

- Individual Education Plans will be developed for all McNair Scholars.
- McNair Scholars Program Coordinator will attend the Central California WESTOP 2011 Professional Development Seminar.
- In collaboration with APGS, McNair Scholars will attend a GRE Prep Preview offered by Testing for the Public.
- McNair will coordinate Personal Statement Workshops for second year scholars.
- URM students from EOP, EXCEL, and McNair will attend The California Forum for Diversity in Graduate Education at University of San Francisco.
- The McNair Scholars Program will host the 4th Annual Fall Research Symposium on November 18, 2011. The scholars will present their research proposals to students, faculty, staff, and administrators.
- Midterm Progress Reports will be requested of all faculty who have EOP students that fall under one of the following categories: First-time freshman, enrolled in remedial classes, or on academic probation.
- Academic Advising and Career Education (AACE) Counselors will continue Counselor of the Day/Triage assistance at the front desk for first 2-weeks of Fall quarter.
- AACE will collaborate with Student Leadership in offering a series of “Smooth Transitions” programs for incoming students who did not attend New Student Orientation programs.
- AACE will develop ways to better advertise their office location and services for new students at the start of the academic year.
- AACE will invite employers to come to campus to work with students interested in perfecting their resumes in advance of the Career Fair.
- AACE will present the first of four Career Fairs scheduled over the academic year, which will coincide with a Graduate Fair on campus on October 20, 2011.
- Individual counseling and tutoring will be a focus of EXCEL program in October and November 2011.
- On November 1, 2011, a new counselor will join EXCEL. The program will take this opportunity to review existing procedures, policies, and activities.
- Student Retention Services units and Peer Mentors will participate in the “Al Fresco” in October to promote their programs and recruit new students.
- On November 19, 2011 CSUEB will host the fourth annual Gates Millennium Scholars (GMS): Male Initiative - Bridge Builders Forum. The growing numbers of African American and Latino males who drop out of high school and do not attend college is the focus of the one-day conference. The event is co-sponsored by the Gates Millennium Scholars Program, Hispanic Scholarship Fund, and CSU East Bay.
- Connections between the Peer Mentor program and American Language Program (ALP) will be developed in anticipation of ALP students matriculating to the University in Winter 2012. The Peer Mentors will serve as mentors to the ALP students who are international students taking intensive English language courses through extension.
- A pre-matriculation freshman advising webpage will be developed for an anticipated go-live date in Spring 2012 to connect accepted freshmen with the Freshman Year Experience program prior to attending orientation in the summer. The advising webpage will allow online and Skype advising of accepted and SIR’ students.
2. What did you do and how will it help?

New Initiatives:

- Sophomore peer mentors hosted American Language Program (ALP) prospective winter and spring freshmen during a week of activities in the Peer Mentor office. Peer mentors offered the activities as language practice for the ALP students and encouragement for the ALP students to complete their preparation for matriculation.
- iPads were used by five faculty to support learning in both individual and group activities in six freshman seminar sections throughout the fall term. Faculty reports about the utility of the iPads found that the wireless infrastructure in the classrooms needs to be boosted to support individual and group iPad work. Freshmen generally preferred working with iPads in the classroom. Plans to upgrade lesson plans, revise activities, and make more use of the iPads for group collaboration are in place for winter classes, as the university’s Instructional Technology office boosts classroom wireless capacity over the winter break.
- Two sections of freshman seminar are integrating their course content with two information literacy sections taught by librarians. Courses are taught in a hybrid manner: one of the classes meets on ground each week when the other is offered on-line. On-line meetings are synchronous and both faculty are on-line for the on-line meeting. Interviews with the teaching faculty for both freshman seminar and information literacy indicate that the collaboration is leading to stronger student engagement in both courses. Students indicated their interest in the courses by flocking to the hybrid, integrated sections: all four sections involved in the hybrid/integrated sections have long waitlists for winter term. Student grades and persistence in the hybrid sections will be measured to see if those sections led to greater student success. The waitlists on the integrated sections suggest students are responding positively to this form of instruction.
- The success of the peer mentor program has led us to begin talks with faculty about the feasibility of offering peer mentored sections of upper division GE classes for new transfer students. The goal is to quickly introduce the transfer students to campus resources while helping to build student-to-students connections to meet social and academic needs of transfer students. We hope to begin piloting this idea during winter term.
- All freshmen will participate in a day of service during spring term as a part of their freshman seminar. Community partners were identified in fall term and a meeting with community partners was held the first week of December to make concrete CSUEB’s renewed commitment to service learning. Sixty service opportunities are currently scheduled from the end of March through mid-May.

Improved Advising:

- AACE Counselors continued Counselor of the Day/Triage assistance for most of the Fall quarter which enables students to get advising quickly without needing advance appointments.
- AACE and Student Leadership co-sponsored and co-presented “Smooth Transitions” workshops for incoming transfer students who did not attend New Student Orientation Programs. These workshops help orient new transfer students to student services on campus.
- The pre-matriculation freshman advising web pages have been developed and await posting on the General Education website. Freshmen advisers will begin to contact prospective freshmen who have submitted their Student Intent to Register documents by phone, online and Skype, and the office will offer on-campus advising services to these students. Advisers will introduce prospective students to CSUEB’s freshman learning communities and advise the students about their first year program of study. The goal is to provide all SIRed students with a fall term course schedule before the students come to summer orientation. Our hope is that we will increase the yield of freshmen who matriculate from the pool of students who submit their SIR.

Enhanced Access and Success:

- AACE hung a large banner over the balcony of the SSA Building, advertising their services, for the first part of the Fall quarter. This provides a clearly visible indication of the location of academic advising and career services.
AACE held a “Resume Blast” event, with local employers coming to campus to spend all afternoon reviewing student resumes and offering suggestions. In addition, AACE held a Job Fair with 25 employers, and over 600 student attendees.

Midterm Progress Reports were requested by all professors who have EOP students that fall under one of the following categories: First-time freshmen, enrolled in remedial classes, or on academic probation. 1354 letters were sent to 472 faculty and the office received about 52% of requested reports. EOP Counselors met with students who were identified as struggling in classes to create a learning contract to assist with getting them back on track.

The EOP peer mentor team coordinated 3 social events for first and second year students this quarter to assist with transition and build community. Over 20% of EOP first time freshman attended.

Within a two-week period, 384 students were advised - in individual appointments - by their EOP Counselors to select classes for Winter registration. In addition, 67 first-time freshmen attended Winter Registration Group advising sessions.

248 EOP students participated the Workshop Series offerings. There were 11 workshop options for students to choose from in the Fall quarter.

Students in the Renaissance Scholars Program for former foster youth and EOP attended the Dr. Cornell West’s Presentation and the Laramie Project. These events help to connect students to the campus and campus activities.

Student Academic Services continued to sponsor study tables in the Pioneer Heights Residence Hall lounge every Sunday and Thursday to address the areas of math, English and science. Tutors facilitate the study tables and students are encouraged to work together.

McNair Scholars attended a GRE Prep Preview delivered by “Testing for the Public” staff.

McNair Academic Coordinator met separately with all active scholars and developed Individual Education Plans (current academic standing, summer research plans, graduate application status, study abroad plans, status of research, etc.)

McNair Academic Coordinator attended the Central California WESTOP 2011 Professional Development Seminar.

McNair Scholars attended the CSUEB Graduate School Fair on October 20th, which included representatives from over 70 graduate and professional schools from across the country and from our own Cal State East Bay graduate programs.

McNair coordinated two Personal Statement Workshops for second year scholars.

URM students from EOP, EXCEL, and McNair attended The California Forum for Diversity in Graduate Education held at the University of San Francisco.

McNair Director attended the Fall University Undergraduate Advising Council meeting and provided a brief presentation regarding the program as part of recruitment efforts. Additionally, letters were sent to CSUEB faculty announcing current solicitation for 2011-2012 McNair Scholars.

The McNair Scholars Program held its Fourth Annual Fall Research Symposium. Nine of the ten new scholars provided oral presentations about their research to attendees, which included staff, faculty and students associated with the program.

Student Retention Services units and Peer Mentors participated in “Al Fresco”, our annual fall welcome back event, to promote their programs and recruit new students.

Individual counseling and tutoring was a focus of EXCEL program in October and November 2011. Currently, EXCEL has 242 active students—66% of them are continuing students.

EXCEL provided high quality one-on-one tutoring to its students. Students received assistance in writing, mathematics, chemistry, biology, statistics, physics and computer science.

In November 2011, a new counselor and administrative assistant joined the EXCEL team. With a full staff on board, EXCEL will have a staff retreat in December 2011 to review existing procedures, policies and activities.

On November 19, 2011, CSUEB hosted the fourth annual Gates Millennium Scholars (GMS): Male Initiative – Bridge Builders Forum. The growing numbers of African American and Latino males who drop out of high school and do not attend college was the focus of the one-day conference. The event was co-sponsored by the Gates Millennium Scholars Program, Hispanic Scholarship Program Fund, and CSU East Bay.
Fall 2011 peer mentors conducted study sessions for their students in all science clusters and most of the non-science clusters to support freshmen academic success, using monies provided by Associated Students Inc. to provide food and drinks during study groups. More freshmen participated in the sponsored study sessions this fall than at any time during their relatively new program. Peer mentors visited all freshman seminar sections to begin recruiting students for the 2012-13 class of peer mentors.

3. What will you accomplish in the next two months?

- AACE will send representatives to the annual College Recruiting Forum to learn what employers are looking for in new hires.
- AACE Counselors will participate in a career development program with career center staff from San Jose State and Santa Clara University.
- AACE will again co-sponsor and co-present “Smooth Transitions” workshops.
- AACE will begin developing short (less than 3 minutes) videos on advising topics (“How to Read the Catalog,” “Where to Find GE Courses,” “How to Change Majors.”)
- EOP will offer 8 workshops and 3 series to students during the Winter quarter.
- EOP students who are on academic probation will be required to attend one of 4 workshops to learn about policies and procedures regarding academic probation and how to get back on track. EOP Counselors will also have follow up individual appointments for students.
- EOP Counselors will see students during a 3-week period, in individual and group advising sessions, to advise on Spring quarter classes.
- Student volunteers and peer mentors will outreach to applicants to assist and answer any questions regarding EOP. They will also ensure that all paperwork is turned in by established deadlines.
- EOP peer mentors will coordinate monthly social events during the quarter.
- Two sections of Math 911 (supplemental instruction) will be offered again in the Winter quarter for EOP students enrolled in remedial math classes who did not perform well in the Fall term.
- Study tables will be offered Sunday through Wednesday evenings in Pioneer Heights to address a growing need for assistance in the areas of math, sciences and English.
- All EOP students identified as transfers, or those graduating in Spring or Summer 2012, will be invited to attend a graduation workshop focused on steps to successfully file for graduation.
- The 2011 Summer Bridge Cohort will be invited to attend a focus group to assess their learning experience to help the department in improving the 2012 Summer Bridge program.
- Final meeting of the Fall quarter will be held with McNair Scholars. Topics will include: Review of Fall Symposium, preview Winter quarter activities, and potential publishing and presentation opportunities.
- Opening meeting for McNair Scholars will be held in January to discuss upcoming opportunities that include: CSU Student Research Symposium, Central California Research Symposium, and the Chancellor’s Office Doctoral Incentive Program. Scholars will meet with Dr. Kim Geron on an individual basis to discuss their research progress and prepare their research for presentation at conferences held during the winter and spring quarters.
- Ongoing solicitation for potential McNair Scholars will continue in anticipation of upcoming February 25th application deadline.
- EXCEL will continue providing counseling and tutoring to existing and new students.
- To increase student financial literacy, EXCEL will implement CashCourse and provide workshops to students.
- Learning community blocks will be provided to Enrollment Management folks so we can discuss the processes needed to begin block enrollments for first-time freshmen in Fall 2012.
- Subcommittees of Planning, Enrollment Management, Student Life and Leadership and GE will be created to develop the work-flow for block schedules and enrollment for Fall 2012 freshmen.
- Freshman advising web pages will be posted to the GE website and then tested by current freshmen for ease of use and clarity of information during winter term then revised based on student feedback.
- Freshmen advisers in the General Education program will complete design of an entering student webpage to support incoming freshmen advising.
- A report will be completed on success of using iPads in freshman seminars.
Recruiting will begin for the 2012-2013 class of peer mentors. The current class of peer mentors worked with fall freshmen and will recruit from these students for future peer mentors.

CSUEB peer mentors will receive academic credit for the cultural exchange program beginning this year. Units will contribute to those needed to achieve a Leadership Certificate from the university.

Planning will take place with Fukuoka Institute of Technology staff for a March 2012 trip of eight peer mentors to Fukuoka Institute of Technology began. Eight peer mentors will travel to Japan for a ten-day cultural exchange.

Freshman seminar faculty, working with the Director of Service Learning, will design model reflective assignments to assist the freshmen in connecting their day of service to their academic experience and their freshman learning community theme.

We will continue the iPad experiment in six freshman seminar sections.

A Compass II Proposal for work with Ohlone College to revise English composition courses and develop shared rubrics, train peer mentors for Ohlone’s freshmen learning communities, and bring peer mentors to upper division GE courses to support new transfer students will be submitted.

The Student Success and Assessment Committee (SSAC) will form a subcommittee of faculty, staff and students to make initial recommendations for increased student services and HIPs that will be supported in winter and spring 2012 quarters using funds from the new A2E2 campus fee that begins in Winter 2012. We will solicit input from students and proposals from faculty and staff.

An A2E2 Advisory Board consisting of 5 students and 5 faculty will be formed to develop policies and procedures for making allocation recommendations to the Provost regarding A2E2 fee funds. The Board will also develop reporting and assessment procedures for funded projects.