Graduation Initiative
Monthly Reporting Form
December 2011/January 2012

Campus: East Bay

Team Leader: Susan Opp

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

- AACE (Academic Advising and Career Education center) 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.

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

New Initiatives:
• Study Tables: study tables are being offered Sunday through Wednesday evening in Pioneer Heights student housing to address a growing need for assistance in the areas of math, sciences and English.
• The Student Success and Assessment Committee (SSAC) subcommittee on A2E2 reviewed proposals and recommended that fees be allocated to: increase library hours/access during the last 2 weeks of winter and spring quarters and finals week; hire additional tutors in the Student Center for Academic Achievement and in Pioneer Heights student housing; and implement a “smooth transitions” series of information and advising events for new transfer students. These are small, first-step allocations of funds to improve student access and success.
• Planning was finalized to send 8 peer mentor students plus 3 faculty/administrators to Japan for a 12 day cultural exchange over spring break.
• Freshman advising web pages have been developed for posting to the GE website and are being tested.
• Freshman learning community block scheduling procedures are being developed and discussed in weekly meetings. Block scheduling will ensure that freshmen are enrolled in – and cannot drop - all of their freshman classes, including linked developmental and college-level English classes, communication classes and information literacy classes.
• iPads continue to be used in freshman seminar classes with improvements in connectivity and additional apps.
• Subcommittees of Planning, Enrollment Management, Student Life and Leadership and GE have been meeting weekly and developing the work-flow for block schedules and enrollment for Fall 2012 freshmen.
• An A2E2 Advisory Committee consisting of 5 students and 5 faculty was formed to develop policies and procedures for making allocation recommendations to the Provost regarding A2E2 fee funds. The committee is meeting weekly.
Improved Advising:
- AACE participated in the New Student Orientation Program for incoming students for Winter quarter.
- AACE sent two representatives to the annual College Recruiting Forum to learn what employers are looking for in new hires. We spoke with new recruiters from a variety of local and national businesses.
- Three AACE counselors participated in a day-long career development program with career center staff from San Jose State and Santa Clara University, discussing national trends and the local job market.
- AACE again co-sponsored the “Smooth Transitions” program with the Student Leadership staff, and presented several workshops for new transfer students.
- 10 EOP workshops and 3 series took place during the winter quarter, 90 students have attended (over 50% of our FTF).
- 45 EOP students who are on Academic Probation attended one of 4 workshops to learn about policies and procedures regarding Academic Probation and how to get back on track. EOP Counselors set up individual appointments with another 30 students.
- Twenty new students enrolled in EXCEL during December and January. They received one-on-one counseling and, if needed, tutoring.

Enhanced Access and Success:
- EOP Admissions: student volunteers and peer mentors have begun outreach to all applicants who have completed their EOP paperwork and are eligible for services. They will to assist and answer any questions regarding EOP and ensure that all paperwork is turned in by deadlines.
- Math 911: 3 sections are being offered will be offered again in the winter quarter for 45 remedial math students who did not perform well this quarter. The math department provides supplemental instruction for EOP students in remedial courses.
- Summer Bridge Focus Group: 13 summer bridge students from the 2011 cohort participated in a focus group. Their insights and experiences are helping to shape the 2012 Summer Bridge Program.
- Explore the Bay: students in the Renaissance Scholars program and EOP attended a trip to the Oakland Zoo.
- EXCEL in collaboration with EOP organized a workshop on how to fill out FAFSA.
- EXCEL made available a module in CashCourse to increase student financial literacy.
- The final McNair Scholars meeting of the Fall quarter was held in December and the opening meeting of the quarter was held in January. They discussed upcoming opportunities including the Scholar conference, the CSU Student Research Competition, the Central California Research Symposium and the Chancellor’s Doctoral Incentive Program. In addition, they continued to discuss the status of student research, processes for identifying graduate programs, and summer research and study abroad opportunities.
- Ongoing solicitations via emails to students and faculty, the posting of fliers, and announcements/reminders on Facebook pages for potential new McNair Scholars continued in anticipation of the upcoming February 25th application deadline.

3. What will you accomplish in the next two months?
- Peer mentor students will travel to Japan for a cultural exchange with students from Fukuoka Institute for Technology, and will document their learning experiences for sharing with students in the freshmen year seminar courses upon their return. These peer mentors and their experiences will help to recruit peer mentors for next year’s program.
- Plans for communicating with all freshman applicants for Fall 2012 who have SIRed will continue along with the testing of the new freshman advising webpages.
- Freshman block scheduling programming in PS will commence.
- A University Undergraduate Advising Council meeting will be held to bring information about summer and fall scheduling and student registration to faculty and staff.
• The Academic Senate will re-examine categories of student priority registration to ensure graduating senior are able to successfully enroll in the courses needed to graduate in a timely manner.

• EXCEL will increase outreach to students who participated in the program last year.

• The EXCEL Program in collaboration with other TRIO programs will organize the National TRIO Day Celebration to promote TRIO services to CSUEB students. Alumni of the TRIO programs (EXCEL, McNair Scholars, Upward Bound and Project IMPACT) will talk about their experiences with each of the programs, and current participants in the programs will serve as volunteers, staff tables of information, and talk with interested members of the University community.

• AACE will present a “Backpack to Briefcase” training event for students, teaching skills related to job search and resume development.

• AACE will begin to develop printed department materials for in-office use and employer use.

• AACE will continue to participate in the New Student Orientation and the “Smooth Transitions” programs for Spring quarter incoming Freshmen and Transfer students.

• AACE will hire a new Advisor/Evaluator, to allow in-department resolution of students’ CAAR difficulties, making the students’ experience toward graduation a smoother process.

• Students in the Renaissance Scholars program and EOP will be attending a performance by the Alvin Ailey Dance Company in March.

• Three EOP advising workshops will be scheduled for First Time Freshman to assist with their spring class scheduling.

• EOP Spring registration advising will take place from February 17-March 2\textsuperscript{nd}.

• Study Tables: study tables will continue in Pioneer Heights Residence Hall lounge and the Biella room (library) every Sunday through Wednesday to address the areas of math, English and science. The study tables are facilitated by tutors and students are encouraged to work together.

• The EOP peer mentor team will coordinate 3 social events for first and second year students this quarter to assist with transition and build community: mocktails, ice cream social and a basketball tournament.

• Student volunteers and peer mentors will continue outreach to all applicants who have completed their EOP paperwork and are eligible for services. They will to assist and answer any questions regarding EOP and ensure that all paperwork is turned in by deadlines. To date, 200 calls have been made to transfer students and 500 to FTF.

• A list of Laney college transfers that indicated interest in EOP services at CSUEB was sent to our partners at Laney College EOP program to identify their students so that we can provide additional outreach.

• Point of Service Surveys will been sent out to all students who have attended a workshop or come in for an appointment with an EOP Counselor. The survey will assist in identifying how to improve our services.

• 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 filing for graduation.

• The McNair Scholars will meet with the Academic Coordinator individually to discuss research progress and how to prepare their research for presentation at conferences held during winter and spring quarters.

• The McNair Scholars will meet as a group to discuss research project status, using visuals (e.g., figures, tables, etc.) in research presentations to convey information, and how to get the most out of a research conference.