Graduation Initiative Reporting Form
February-May 2012

Campus: East Bay

Team Leader: Susan Opp

1. What did your team commit to completing during these months (Feb-March)? (What did you promise?)
   - 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 2nd.
   - 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 be 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.

2. What did you do and how will it help? (Report for Feb-May)

New Initiatives:

• The EXCEL Program took leadership to organize the National TRIO Day Celebration in collaboration with other TRIO programs at CSUEB. The event promoted TRIO services available to CSUEB students and featured alumni from each of the CSUEB TRIO programs (EXCEL, McNair Scholars, Upward Bound and Project IMPACT). The event was well attended and organizers received a positive feedback from the participants.

• The Student Success and Assessment Committee (SSAC) and a subcommittee of the group developed an action plan to utilize the new A2E2 student fee funds to improve student access and success, with a particular focus on students from under-represented groups. The proposed activities included: 1) development of college-based advising centers to improve the access of students to trained advisors in their majors; 2) expansion of the Peer Mentoring Program beyond the Hayward freshmen currently involved to include Concord, online and transfer students; 3) enhancement of student academic support through enhanced tutoring, expanded library hours, and purchase of educational support materials; 4) intensive mentoring and advising activities for students who do not meet the requirements of EOP/EXCEL, including veterans; 5) provision of additional service learning, external and internal internship, and career advising opportunities (often referred to as high impact practices); 6) development of a student research academy (another HIP); and 7) development of a co-curricular transitional support system to expand support services specifically geared to balancing family, work and community responsibilities.

• The peer mentor students, who work with freshmen in their Freshman Learning Communities, traveled to Japan for a cultural exchange with Fukuoka Institute of Technology. Students worked in teams, Japanese and American, on research projects intended to help them more fully understand the similarities and differences between the two cultures. CSUEB peer mentors created a video of their experiences in Japan. Copies will be provided to the Japanese Consulate, both universities’ presidents, the support teams at both Fukuoka Institute of Technology and East Bay, and will also be used to recruit new peer mentors for AY 2013-14.

• Block scheduling, a funded intervention as part of our graduation initiatives, was begun in part to ensure that freshmen take their Information Literacy and Communication courses in their freshman year to alleviate a backlog of students needing those required courses as they approach graduation. Block scheduling will resolve these and other problems by 1) enrolling students each term in a subset of the courses in their freshman learning communities, and 2) not allowing students to drop those courses except on approval of their adviser and the GE Director. The programming was completed and the “blocks” were created during the spring term. While we have yet to test the new model (see June-July plans) our expectation is that we will support graduation by 1) assuring freshman students take the basic skills courses as freshmen so that they have a strong foundation for moving into their majors, and 2) removing a significant pinch-point for students nearing graduation in the golden four courses.
Improved Advising:

- Three EOP advising workshops were offered for First Time Freshman to assist with their spring class scheduling.
- All EOP students identified as transfers, or those graduating in spring or summer 2012, were invited to attend a Graduation workshop focused on steps to successfully file for graduation.
- Academic Advising and Career Education (AACE) has hired a new Advisor/Evaluator, to allow in-department resolution of students’ CAAR difficulties, making the students’ experience toward graduation a smoother process.
- AACE has hired a new Advisor for PACE, the program for working adult re-entry students. This will allow us to expand the program through outreach to local community colleges, and reduce waiting time for students to receive advising.
- AACE sent four representatives to the regional NACADA conference to pick up ideas from other campuses about streamlining the advising process for students.
- AACE has revised the front-office appointment schedule, to allow students to make appointments in advance, and in a more convenient manner. This will ease the students’ anxiety about trying to see an Academic Advisor.
- Peer mentor students began calling first-time freshmen students who had returned their SIRs for Fall 2012 admission. The peer mentors welcomed the students to East Bay and set up an advising appointment for each student who was ready/interested in early advising. We discovered that many were still too focused on finishing their senior year to think about freshman year at East Bay; most appointments were scheduled for early to mid-June. The in-person and phone appointments conducted in April and May were met with much positive response from the students and, particularly, the parents, who appreciated the personal connection for their student and our outreach.

Enhanced Access and Success:

- The Academic Senate passed the following legislation and/or policies which impact student access and success:
  - Priority registration for Foster Youth will aid foster youth to enroll in needed courses and make progress toward a degree. In addition, priority registration for Peer Mentors will enable peer mentors to organize their own class schedules in order to stay with their classes of mentees throughout the year;
  - A new School of Arts and media will direct students to all of the relevant degree programs providing an efficient “one-stop shop” and allowing for more efficient use of limited resources;
  - Revision and clarification of the policy governing faculty office hours to require a minimum of one office hour per week will assist students in contacting lecturers;
  - Requiring students to have a signature of their department when changing major will help connect them with advising services in their new major;
  - Reduction in registration units in accordance with CSU policy, with the requirement that excess units be approved by a major advisor, will ensure more equitable access of students to classes and improve the success of students due to additional advising;
  - The approval of Institutional Learning Outcomes, after a year-plus process involving the engagement of faculty, staff and students, serves to define the knowledge and skills of a CSUEB graduate as well as create a climate of learning and assessment that will enhance the education of students;
  - Establishment of a STEM Education Institute will allow for more efficient STEM infused education for all students, but particularly those interested in pursuing a career in STEM education, and will improve student success by creating a focus for those students through enhanced educational engagement.
- EOP Spring registration advising took place from February 17-March 2, assisting students with their spring quarter course choices to ensure timely degree progression.
- Study tables continued in the Pioneer Heights Residence Hall lounge and the Biella Room (library) every Sunday through Wednesday to address the areas of math, English and science where students
need additional help. Tutors facilitated the study tables and students were encouraged to work together in groups.

- The EOP peer leaders team coordinated 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 leaders continued outreach to all applicants who have completed their EOP paperwork and are eligible for services. They assisted applicants and answered questions regarding EOP and emphasized that all paperwork must be turned in by the deadlines.
- A list of Laney College transfers who had 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 were sent out to all students who attended a workshop or came in for an appointment with an EOP Counselor. The survey assisted in identifying ways to improve services.
- For Fall 2012, over 9,800 applicants requested Educational Opportunity Program (EOP) support services; 1,200 students qualified for EOP.
- A spring hiring plan was implemented to recruit, hire, and train Summer Bridge Peer Leaders and Summer Bridge Resident Assistants for Summer 2012, and Students Assistants, Peer Mentors, Renaissance Advocates, and Tutors for Fall 2012. There were over 60 students who applied and 35 students were hired for various positions.
- AACE presented a “Backpack to Briefcase” training event for students, teaching skills related to job search and resume development. Six local employers assisted with resume reviews and interviewing skills.
- AACE has developed a set of printed department materials for in-office use and employer use. Brochures include “Job Search Skills,” “Resumes and Cover Letters,” “Career Planning Timetable,” “Services for Employers,” and a general office brochure.
- AACE has continued to participate in the New Student Orientation and the “Smooth Transitions” programs for Spring and Summer quarter incoming Freshmen and Transfer students to assist them with registering for classes, getting advising, and becoming aware of the services available on campus.
- AACE sent a representative to the national NACE conference to explore new ideas about career development for our students.
- AACE held a successful Spring Career Fair with 55 employers and over 600 student attendees.
- EXCEL Counselors contacted their prior year students (students who received services in 2010-11 academic year but have returned in 2011-12) to check of their status and remind about available services.
- EXCEL organized financial literacy campaign during April, which is the National Financial Literacy Month. The campaign included workshops, promotion of CashCourse and display of financial literacy resources in the EXCEL office.
- Spring EXCEL Quarterly Newsletter was published and sent to all EXCEL students. The newsletter features student accomplishments and informs about EXCEL and CSUEB student support resources and important dates.
- McNair scholars met with Academic Coordinator individually to discuss their research progress and how to prepare their research for presentation at conferences held during the winter and spring quarters. Monthly group meetings with scholars continued.
- Interviews with new potential McNair scholars were conducted; 9 new scholars were admitted and a new scholar orientation held.
- McNair scholars presented the research they conducted with their mentors at the Central California Research Symposium, the CSU Student Research Competition, and the CSUEB RSCA Research Poster exhibit.
3. What will you accomplish in the next two months?

- Five University Commencement ceremonies will be held to celebrate the successful completion of degree programs by our bachelors, masters and doctoral students.
- The Student Success and Assessment Committee (SSAC) will meet to discuss data from 2007-2011 regarding the relationship between admission type (regular or exception) and remediation status on the retention and success for first-time freshmen.
- A task force to examine ways to focus graduation improvement efforts on the 2008 and 2009 freshman cohorts will be formed and charged with developing plans. The task force will focus both on students who are still enrolled and on students who stopped-out while in good academic standing and thus have the potential for successful degree completion if re-enrolled.
- AACE will work with PEMSA (Planning, Enrollment Management and Student Affairs) and Athletics to begin talking about ways to offer better advising services for athletes.
- Student Academic Services will host two mandatory “Transfer Welcome Sessions” for incoming transfers students on July 30th and 31st. After attending the 2 hour workshop, which provides an overview of services, students will then be able to schedule a meeting with their assigned EOP counselor.
- AACE will offer a series of workshops for new graduates, under the “Career University” banner, with topics ranging from resume writing to use of technology in a job search.
- EXCEL will participate in CSUEB Freshmen and Transfer Orientation events (total 6 events) to inform new students about EXCEL services.
- EXCEL will attend McNair Graduate Boot Camp at SJSU to go to workshops on graduate school preparation, writing personal statements, requesting letters of recommendation, selecting graduate programs, and preparation for graduate school and beyond.
- The GE Office will continue contacting SIRed entering freshmen, focusing on the students who will be coming to the next scheduled orientation to welcome them and schedule appointments for those who wish them. We will offer small group advising as the preferred method because we have found it helps to have a small group of students in each advising session. Our goal is to advise all local
• Half of the incoming freshman orientations will be completed. We will have a better sense of how the pre-advising has worked to clarify and demystify the transition to university. At each advising session, either at orientation or in small groups, students will identify three learning communities that they are interested in taking and additional freshman-level courses they wish to take in the fall term. Weekly feedback to the College Deans will provide the departments and college offices with updates on the students’ course and learning community selections for their own planning purposes.