Graduation Initiative
Reporting Form
April-May, 2013

Campus: East Bay

Team Leader: Susan Opp

1. What did your team commit to completing during these months? (What did you promise?)
   - Workshops that will be held in Excel include: Dealing with Test Anxiety; Study Skills Equals Transferable Job Skills; and Expanding Tutoring Skills.
   - Academic Advising and Career Education (AACE) will begin holding a series of “open house” events for current freshmen, to help them learn about our department as their new advising home when they become sophomores.
   - Selected EOP students at Cal State East Bay will be a part of the State at the Gate experience where CSU students will come together to camp overnight and do a community service day (habitat restoration) at the Presidio in San Francisco.
   - EOP will send out acceptances for First Year and Transfer students.
   - AACE will help sponsor the six career workshops with 8-person panels of alumni and local business people, designed to help familiarize students with career options.
   - AACE will advertise May as advising month, and will encourage students to come to our offices and to visit with faculty advisors.
   - AACE will continue working with students from the 08-Cohort, and will begin to work with students from the 09-Cohort, using similar intrusive advising techniques.
   - EOP will have an Open House during Welcome Day in April. EOP will invite all prospective EOP students to attend our open house during the university’s Welcome Day. Students will come to the office to learn about services, meet counselors and verify their status with the admissions team.
   - Summer and Fall registration advising will occur in EOP, AACE and the General Education office.
   - Fall 2013 incoming freshmen who have SIRed will be called by Peer Mentor students to set up small group advising appointments to prepare students to choose Freshmen Learning Community courses prior to attending summer orientation. Students who participate in early advising sessions and sign up for Orientation will receive a letter assuring them of enrollment in one of their top pick clusters.
   - All current freshmen will be participating in at least one service-learning day before the end of May.
   - On-line advising pages for new freshmen will include a web-form that allows students to select their top choice learning communities and submit those choices to the GE office.
   - The peer-mentors-in-training who will be invited to become peer mentors in fall 2013 will be selected.
   - The A2E2 Advisory Committee will determine the relative levels of funding to be allocated to the various student success initiatives across campus, including advising centers, peer mentors, tutoring, library hours and materials, and instructional activities and equipment.
   - Plan and distribute to Associate Deans and department chairs an annual schedule for all freshman learning community linked courses.

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

New Initiatives:
   - The A2E2 (Academic Access, Enhancement and Excellence) Advisory Committee recommended funding 18 Enhanced Instructionally-Related Activities (EIRA) proposals for $616, 304 for 2013-14. These proposals will enable instructors to provide hands-on and high impact learning experiences for students through student involvement in activities such as theatre, dance and music performances, student-led online and print journals, the Pioneer newspaper and Pioneer web radio and web TV, art gallery activities, anthropology museum activities, freshman common readings and peer mentors, and various internships. In addition, the Committee received information about $1.13M to be
allocated to University-wide Activities and Programs (such as college-based advising centers, enhanced career services for graduate students, peer mentor services, and increased library and tutoring services and hours), $1M to be allocated to provide enhanced equipment for student research and teaching, $200K to be allocated to enhance classroom and course-based educational activities, and $64K to provide “clickers” for all incoming freshmen in Fall 2013.

- Freshman Day of Service (FDoS) was a very successful effort this spring, the second year of returning to spring service learning in the freshman seminar. Between the start of classes on April 2nd and the 15th of May, 1325 freshmen participated in this high impact practice, completing a day of service with one of 77 projects for 23 service providers in the San Francisco Bay area. While there was some limited initial student resistance to the activity, the overwhelming response from the students was quite positive as was the thanks from the service providers:
  - “Last week was amazing. I got so many compliments about the students, it was fantastic! Everyone would love to keep this opportunity going for next year. Thank you again for allowing us to participate!”, Colleen Fischer, Development Manager Cystic Fibrosis Foundation
  - “Thank you again for sending a wonderful group of students again this year. They were extremely helpful getting a lot of our spring cleaning done, but most importantly creating an enjoyable experience for our clients. Thank you and hope to have them again next year.” Rosa – St. Vincent de Paul

- An additional freshman learning community was approved to expand seats available to entering freshmen in anticipation of significant fall enrollment.

- Class schedules for the entire AY 2013-14 of freshman learning communities have been prepared. Rooms for all freshman learning community classes as well as remedial mathematics classes for the academic year will be reserved so that enrollments will not be driven by room capacity. We hope to reduce the scramble to switch rooms that often accompanies the start of fall classes.

**Improved Advising:**

- An on-line, fill-able learning community choice document to use for early advising of pre-freshmen was developed. Testing to see if it would allow us to populate a master list of student choices and order of preference indicated the form worked. The web-pages that introduce pre-freshmen students to the learning communities and provided information to assist the students in making learning community selections were updated, and a presentation for the advisers to use when working with students during early advising was developed.

- Peer mentor students called Fall 2013 entering freshmen starting May 6th to invite them to come to campus for early advising. Parents were also invited to attend the advising sessions and representatives from Records, Housing, and Financial Aid were available to answer questions students or their families may have. These sessions will help provide information for first-time, first-year students and families before the official orientation sessions and will help ease their transition to college during the summer before fall quarter.

- AACE held a series of six “open house” events for current freshmen to help them learn about our department as their new advising home when they become sophomores. Open Houses included a tour of the offices, introductions to the front office staff and counselors, a chance to review the scholarships information, and a game with advising-related prizes. Students were offered extra credit in their GS seminar courses to encourage attendance. This is a part of our efforts to bridge a support-heavy freshman year to less structured support in students’ second year. As with most universities, sophomore year is a year of heavy loss of students. We are looking at several ways to provide continuing contact to increase the academic success and retention of our second year students.

- AACE sponsored six “Industry Job Panels” career workshops with 8-person panels of alumni and local business people, designed to help familiarize students with career options. A cooperative effort of AACE, Alumni Association, Associated Students, and Student Life and Leadership, the events helped expose students to possible career options after graduation.

- AACE advertised May as “Advising Month”, handed out custom-designed fortune cookies with messages encouraging students to come to our offices and to visit with faculty advisors, and offered twenty graduation overview workshops over the course of the month. “Advising Month” was
planned and scheduled to ensure that students are connected with advisors before registering for fall and summer courses for the following academic year.

- AACE continued intrusive advising activities with students from the 2008 freshman cohort to ensure that they are making progress toward graduating in six years or less and to identify bottlenecks and roadblocks to graduation. AACE will continue planning for advising work with students from the 2009 freshman cohort, using similar intrusive advising techniques to ensure timely progress toward graduation within six years.

Enhanced Access and Success:

- Sixty (60) freshmen were invited to enroll in leadership training during spring term to prepare to become Peer Mentors with freshmen in the following academic year. The students are being taught the essential communication skills of healthy relationships and skills in listening without offering advice; how to stand up for themselves and, when appropriate, others; how to identify and set boundaries and about power in relationships; how to identify their strengths and challenges for taking on leadership roles; how to embrace their strengths and to develop the areas in which they are challenged. At the term’s end the instructors and course assistants will meet to determine which of the freshmen will be invited to become peer mentors in AY 2013-14.

- Thirty new low income/first generation college students enrolled in the EXCEL Program.
  - The EXCEL Program offered workshops in: Dealing With Test Anxiety; Study Skills Equals Transferable Job Skills; and Expanding Tutoring Skills.

- Twenty new veteran students joined EXCEL, and an additional 15 students received follow-up services for a total number of veteran students being served of 46.

- State at the Gate is a program started by San Francisco State and Chico State faculty and staff members. For the past couple of years they have been taking students camping at the Presidio in San Francisco. This year selected EOP students at Cal State East Bay also became a part of this experience. Fifteen San Francisco State and 15 Chico State students came together with our 12 East Bay students to camp overnight and do a community service day (habitat restoration) at the Presidio of San Francisco.

- For the second year we will participate in the Northern California EOP Student Leadership Conference hosted by San Jose State’s EOP in the fall. CSUBE EOP Students were nominated to attend and will have an opportunity to learn about EOP, meet students from other campuses and attend workshops on leadership.

- Mid Term Progress Reports for EOP students were sent to faculty utilizing our online system on May 3rd. These progress reports enable EOP counselors to work with students to ensure academic success in courses in which they might be struggling.

- As a result of outreach efforts, EOP had over 600 acceptances for EOP for Freshman for which 217 First Time Freshman have confirmed participation.

- Over 350 EOP acceptances went out for Transfer Students and 173 Transfers have confirmed acceptance.

- Ten AB 540 students were admitted for 2013-14.

- Attendance of 46 students was confirmed for the Summer Bridge Program.

- EOP invited all prospective EOP students to attend our open house during the university’s Welcome Day. Students came to the office to learn about services, meet counselors and verify their status with the admissions team. 125 students and over 250 family members attended.

- Twenty-two EOP students were enrolled in Math 911, a supplemental instruction course, to provide additional support for their remedial math course.

- Summer and Fall Registration Advising: EOP Counselors saw students during a 2 week period in individual advising sessions.

3. What will you accomplish in the next two months? (April-May, 2013)

- AACE will distribute “Career University 2013” flyers at graduation events, listing summer workshops for graduates. These eight workshops will range from “resume writing” to “using social networking sites for job searching.”
AACE will continue to work with the New Student Orientation program, and will continue to offer “Smooth Transitions” workshops for incoming Fall quarter transfer students.

AACE will hold a two-day retreat to review program success, to analyze efficiencies and impediments to success, and to develop an overview of next year’s calendar of events.

AACE will continue working with 2008 freshman cohort students, and will begin making telephone calls to reach out to 2009 freshman cohort students.

On June 3rd EOP will host its first annual Freshman Transition Ceremony. On June 8th EOP will celebrate academic achievement, graduates and Renaissance Scholars at the annual End of Year Ceremony.

Orientations for Freshman and Transfer students will begin at the end of June. EOP Counselors will attend all orientation sessions to meet with their students and assist in their choosing of clusters.

Two EOP Transfer Welcome sessions will be held in July. EOP students who attend will be given an overview of services, will meet their Counselors and will hear from their peers how to transition successfully into the university. Those that attend will be able to schedule a advising session with their EOP Counselor prior to the start of Fall Quarter.

Pre-advising sessions with first-time first-year students and their families will continue in the summer.

Freshman orientations will be held.

Outreach and training materials for peer mentors to work with new transfer students will be developed. Work will begin with staff who serve military veterans to develop peer mentor services for enrolled veterans, and plans will be developed for rolling out a veteran peer mentor program in AY 2013-14.

Based on problems with students not registering for required developmental math courses after they have been registered for their learning community courses, Math courses will become part of freshman block registration so that students will not be able to avoid taking required developmental math. This will reduce staff time required to review each developmental math students’ term registration and repair their registration. In addition, most students will move through their remedial math as a cohort, increasing opportunities for students to develop study groups and study partners to help support learning throughout the sequence of classes.

Grades from spring quarter will be reviewed to see how many freshmen were able to recover from academic probation and how many moved onto the probation list. Information will be shared with the faculty teaching the freshman seminar during training for the coming year.

Annual schedules for freshman cluster courses will be distributed to College Deans and their Associate Deans and to participating department chairs.

The University will hold End-of-the Year & Graduation Ceremonies.

EXCEL will hold a staff retreat to review activities and integrate veterans counseling into the program.

Two early advising sessions for first-year students will be held at our Concord campus on June 18th and eight sessions will be held June 22 and 23 in Southern California. We will invite the parents to attend the advising sessions and have representatives from Records, Housing, and Financial Aid available to answer questions students or their families may have.