**Title of Proposal:** Annual Schedules, Degree Road Maps, and Self-Service Advising

**Initiators:** Dr. Jagdish Agrawal, Associate Dean, College of Business Administration
Dr. Alan Monat, Associate Dean, College of Science

**Total Funds Requested:** $49,000

The funds are requested to assist every department in updating their degree road maps, posting an annual schedule of courses to be offered and creating self-help modules that will explain to students how to use degree road maps, annual schedules and other tools toward more successful matriculation.

**Brief Description of the Project:**

Funds are requested to provide an incentive for every department at the University to update its degree road maps (whether as flow charts, matrices, or check sheets). The last time the University performed a comprehensive look at its degree road maps was in 2005 and many offerings have changed since then. In addition, the incentive is also intended to encourage every department to produce an annual schedule for 2010-11. The annual schedule will let students know, in a general way, what courses will be offered in which quarters and on what campus of CSU EB (Hayward, Concord, online). More than ever, students need tools to help them to use their time effectively and to work toward a timely graduation. Our intent is to publish a comprehensive annual schedule for the University in an Excel spreadsheet that any student can use as a guiding tool for both his/her major and for taking GE requirements.

The incentive funds would be given to the Colleges according to a formula that looks at effort needed to perform the above work for all undergraduate programs: $5,000 CBE, $5,000 CEAS, $12,000 Science, $25,000 CLASS. CBE would receive additional $2000 as it has pledged to not only update its degree road maps and produce an annual schedule, but also to work on self-help modules that students can access that will tell them how to make the best use of the University's road maps, annual schedules and other self-advising tools.

As co-initiators, we have agreed to train individuals in the process we would like them to follow so that we come up with a fairly uniform--and uniformly helpful--product.

**Expected Outcomes:**

1. Students will be able to consult accurate degree road maps that will help them plan their academic careers within a major.
2. Students will be able to plan for the year by using the Annual Schedules.
3. Student advisors will have timely information to help students plan their schedules.
4. Colleges will find this exercise a useful one to assist them in their planning and scheduling of classes, regular faculty and lecturers.
Strategic Impact:

The project should make everyone cognizant that we need to be updating degree road maps and planning annual schedules every year. In the long term, giving accurate information and planning in a year-long block, will help students plan for graduation and meet their requirements in a timely manner. This will also help the University in efficient allocation of its resources.

Timeline:

Departments should finish their road maps and annual schedules by August 1, 2010. The College of Business should complete the self-help modules by September 1, 2010.

Potential Barriers to Success:

The program will be most successful if every department with an undergraduate program participates. Some colleges and programs seem farther along than others. Hopefully everyone will want their colleges to receive the incentive funds. The funds could be used to pay someone to do the degree road maps, serve as a college travel fund, purchase something needed by one or more departments, or whatever is deemed useful by the colleges for their faculty, staff, and students.

This initiative is only for undergraduate programs at this time.