

2014-2015 Year-End Committee Report Form

Committee: Student Success

Chair: Adrienne Eastwood

Chair-Elect for 2015-2016: Adrienne Eastwood

Number of Meetings held:

6

Items of Business Completed 2014/2015

Priority registration policy approved as F-14-1 by Academic
Oversaw the process of linking four-year roadmaps by department to the Advising Hub.

Drafted update of University Attendance Policy (formerly F69-24).

Counseling Services presentation – Colleen Johnson

Student Experience presentation, “Student Success and Retention: Supporting Under-represented First Generation and Transfer Students”- Lisa Oliver

Humanities and Arts Student Success Center presentation – Anthony Korsund

Career Services Center presentation – Susan Rockwell

Unfinished Business Items from 2015/2016

New Policy on Attendance to go to ISA for fall 2015 action

New Business Items for 2015/2016

What classes are the roadblocks in each college because of fail rates or availability? Work with deans/chairs to find solutions.

Academic Advising Policy

STUDENT SUCCESS COMMITTEE

AGENDA

September 12, 2014

I. Sign In – Welcome

II. Introduction of New Members

III. Meeting Schedule/ Note-takers:

10/10

11/07

12/12

2/13

3/13

4/10

5/8

IV. Approval of Minutes from 5/9

V. Priority Registration Changes – Update (Susan)

VI. Unfinished Business

a. review of department roadmaps

VII. New Business

a. Proposal for mandatory academic advising

b. Determine what classes are roadblocks in each college because of fail rates or availability? Work with deans/chairs to find solutions.

c. Training for Faculty Advisors

VIII. Other Business for the year

a. concerns per College or area

STUDENT SUCCESS COMMITTEE

Minutes

September 12, 2014

I. Sign In – Welcome

II. Introduction of New Members

III. In Attendance: Toby Adleman, Cathy Busalacchi, Adreinne Eastwood, Carlos Garcia, Gisela Gray-Peoples, Karla Larson, John May, Susan McClory, Maureen Scharberg, Julio Soto, Surbhi Vijaywargia, Sharon Willey

IV. Meeting Schedule/ Note-takers:

10/10

11/14 – Carlos will miss

12/05 or 12 tentative meeting dates

2/13

3/13

4/10

5/8

Carlos will take notes at all meetings he can attend. Carlos will not be attending 11/14

V. Approval of Minutes from 5/9

Minutes approved

VI. Priority Registration Changes – Update (Susan)

- a. Last year changes where made in priority registrations.
- b. SUSAN – main changes
 1. Some groups that get priority no matter what – the main change is that those groups no longer need that.
 2. New groups applying for priority will get shorter time periods before they have to be reevaluated.
 3. Those in group B have to have a regular scheduled meeting or practices that is during prime time.
 4. Changes in effect for fall 15

VII. Unfinished Business

- a. Review of department roadmaps
 1. Roadmaps are how you major and the path for completing degree.
 2. All should check to see if our colleges/departments have those road maps.

3. Should be labeled 4 year road map – check out chemistry/biology for examples of good ones.

VIII. Supplemental Course Criteria

- a. Discussion
- b. Suggestion that we should advocate for these changes because they will relieve impaction.
- c. Will ensure that students can engage in upper division courses and complete degree in timely manners
- d. For Fall 2016

IX. New Business

- a. Proposal for mandatory academic advising
 1. Mandatory advising at 30/60/90 units for students with 2.0 or 2.5 GPA.
 2. This was requested previously for all students but shut down for workload issues.
 3. Some value for students with low GPAs who are in ghost majors but don't have the ability to be successful in the major they are hoping to be a part of. This allows for the redirection of students.
 4. Across campus advising practices are inconsistent and this creates a problem for mandatory advising.
 5. Student success centers alleviate this demand for advising
 6. Mandatory group advising might help with workload issues
- b. Determine what classes are roadblocks in each college because of fail rates or availability? Work with deans/chairs to find solutions.
 1. Will work on this going forward.
 2. Departments are probably aware of this.
 3. How can SSC work with departments to address that?
- c. Training for Faculty Advisors
 1. Should we have it?
 2. Maureen runs Faculty Advising Training through SASS. Her past sessions have been successful. The next session will be in January.
 - i. Training is not department specific takes a more broad/theoretical approach.
 - ii. Also focuses on resources available at SJSU
 3. Interest in a subcommittee aimed at consolidating advising training services.

X. Other Business for the year

- a. Going around the group to discuss concerns
 1. Susan –
 - i. Building Statway as an alternative to some math requirements.
 - ii. Looked at pass rates for students coming out of remediation and they outperformed other students.

- iii. Update list of approved remediation classes for departments
- 2. Maureen
 - i. Find roadblocks to students moving forward and then possible to address those issues
 - ii. From a college and department perspective what can be done at the university level to assist in those issues
 - iii. Contact ??
 - iv. It was suggested that making lists by College identifying the problematic classes and other roadblocks to student success would be useful.
 - v.
- 3. Toby
 - i. Dorms and addressing issues there
- 4. Cathy
 - i. Speaking on housing
 - 1. Recovered well
 - 2. Training, hired another director
 - 3. More mental health issues
 - 4. Building CV2 which will allow for more administration
 - ii. New student union
 - 1. Sees an increase in student engagement – student union
 - 2. Outside of the classroom experience
 - iii. New student rec center coming
 - 1. More space
 - 2. More programing
 - 3. Field on top of the new rec center

STUDENT SUCCESS COMMITTEE

AGENDA

November 14, 2014

- I. Announcements
 - a. December meeting will be held 12/5
 - b. Website updates
- II. Approval of Minutes from 9/12
- III. Priority Registration Policy – Update
 - a. Approved by AS
 - b. Possible issues
 - i. Priority Registration Totals – added
 - ii. Practice of assigning registration using a rotating alphabetical schedule
 - iii. Humanities 177 A&B- Possible revision to policy
- IV. Unfinished Business
 - a. Four-year roadmaps by department
 - b. Roadblocks by department because of fail rates or availability? Work with deans/chairs to find solutions.
- V. New Business
 - a. SSC – official charge of the committee
 - b. Strategies to more holistically address this charge.
 - c. Possible referrals
 - d. STRETCH 1A -- potential

**Student Success Committee
Minutes November 14, 2014**

Present:

Cathy Busalacci, Adrienne Eastwood, Gisela Gray-Peoples, Colleen Johnson, Cindy Kato, Karla Larson, Steve Branz for Susan McClory, Maureen Scharberg, Julio Soto, Rob Vitale

Meeting was called to order at: 9:12 AM

Minutes from the previous meeting (09/12/14) were approved as written.

I Priority Registration Policy – Update and Possible Issues

The Advance Registration and Priority Registration policy was approved on 10/20/14.

When the Academic Senate reviewed this policy, they added under 3.0 Implementation section 3.1 "It is the intention that no more than 10% of the FTES of SJSU be available for priority registration under the policy" and 3.5 An increase of more than 10% will require a statement of justification submitted to the Student Success Committee by the coordinator of the approved group. Committee discussed how best to implement this and Cindy Kato will ask Dora Ozawa to obtain the current numbers of graduate and undergraduate students using priority registration to give us a baseline total number.

Currently, the priority registration appointment times are assigned per rotating alpha groups for Categories A, B, C and D. Every 20 minutes 80-100 appointments are allocated between the hours of 7:00 AM to 7:00 PM excluding weekends and holidays.

Professor Cynthia Rostankowski from Humanities has requested review of HUM 177A/177B under Category C for priority registration. Dr. Steve Branz stated Category C was intended for the lower-division core GE as these students will typically have later registration dates. And usually, Area Z is overlapped with a major requirement and this would cause HUM 177A/177B to cover only three areas of SJSU Studies. Adrienne Eastwood will contact Professor Rostankowski.

II Unfinished Business

Major roadmaps are essential tools for academic advisors and students. Most department roadmaps/major requirements are available on the Advising Hub website which the Committee agreed would be the best place to house major roadmaps. The Advising Hub website needs to be updated to include these majors:

African American Studies, Anthropology, Behavioral Sci, Communication St, Economics, Environmental St, Geography, Global St, History, Mexican American St, Political Sci, Chemistry, Geology, Journalism, Social Work, Creative Arts, English, Foreign Languages, Humanities, Liberal St, Linguistics, Music, Radio-TV-Film, Religious St, Theatre Arts, Industrial St

Adrienne plans to email Committee members to check roadmap information on Advising Hub. Hopefully, anticipated updates will be made prior to WASC review in April 2015. Any problems/issues, please email Maureen Scharberg.

Defining major roadmaps will highlight problem areas (roadblocks) of department resources and semester course scheduling. One suggestion is to make the 100W course a pre-requisite for other upper division major requirements and enforcing this would allow more students to take the 100W in the beginning of their degree requirements instead of waiting until the end.

Major departments could look at their senior lists for possible mandatory advising and identification of high-unit seniors to facilitate semester course scheduling. Mandatory advising could be held in small groups instead of individually. Using the MySJSU messaging system will allow the department to verify date and time the student received the message.

III New Business

We agreed to keep the Student Success Committee's charge/mission in a holistic direction.

Lisa Oliver, Educational Leadership, will be invited to attend future meetings to gather information for research towards a project regarding students' experience.

For Fall 2015 incoming Freshmen will take a placement test to see whether they are prepared to take ENGL 1A in one or two semesters.

IV. Next Meeting

Friday, December 5, 2014 SSC 603. 9:05 -10:30 am.

Meeting was concluded at 10:28 AM

STUDENT SUCCESS COMMITTEE

AGENDA

February 13, 2015

- I. Announcements
 - a. New member – Ashlei Mcpherson
 - b. Meeting Schedule:
3/13, 4/10, and 5/8
 - c. Upcoming Guest Speakers
- II. Approval of Minutes from 11/14/14
- III. Update on Counseling Services -- Colleen
- IV. Unfinished Business
 - a. Four-year roadmaps by department – Roadblocks to Roadmaps.
 - b. Roadmap assignments
- V. New Business
 - a. Possible referrals?

STUDENT SUCCESS COMMITTEE
Minutes
February 13, 2015

Present: Toby Adleman, Adrienne Eastwood, Carlos Garcia, Gisela Gray-Peoples, Colleen Johnson, Cindy Kato, Karla Larson, Susan McClory, Ashlei McPherson, Susan Rockwell, Maureen Scharberg, Sharon Willey

I. Announcements

- a. New member – Ashlei McPherson
Political Science student – applying to graduate schools in educational leadership

- b. Meeting Schedule:
3/13, 4/10, and 5/8

- c. Upcoming Guest Speakers
3/13 – Lisa Oliver, Counseling Education Faculty in Residence Student Academic Success Services will present research on underrepresented students.
4/10 – Cindy Baer, English, Lecturer of the year, will discuss STRETCH – English composition courses, takes English 1A and distributes the labor over a year - pilot program.

II. Approval of Minutes from 11/14/14
To be approved via email

III. Update on Counseling Services – Colleen

Discussed counseling and services provided:

- a. <http://www.sjsu.edu/counseling/>
- b. Facility (Student Wellness Center) not ready to be moved into.
Currently in ADM 201 – 8:00-5:00
- c. For faculty: dealing with disruptive students
 - i. Counseling Services Resources for dealing with disruptive behaviors:
http://www.sjsu.edu/counseling/Faculty_Staff/index.html
 - ii. Fear for your own safety – UPD
 - iii. Emotional disruptive students during after hours can be reached through the crisis line
 - iv. After hours
- d. Walk-in crisis all the time
- e. Assessment appointments – risk/safety/plan for moving forward.
20 appointments M-F.
- f. Six session limit per semester
- g. Various counseling groups available
- h. Workshops about stress management

- i. Debriefing services available
- j. Specific trainings on student crisis for departments available
- k. Educational counseling available
- l. #7 Behavioral Crisis intervention team can track students of concern
- m. Services available to staff as well

IV. Unfinished Business

- a. Four-year roadmaps by department – Roadblocks to Roadmaps.
 - i. Need to have the departments email link of road maps to Rima Nemali (Rima.Nemali@sjsu.edu)
 - ii. Cindy noted we can use the feedback loop to send links also.
 - iii. Goal to have these up by next month**
- b. Roadmap assignments
 - i. Carlos will ask Hein Do CoSS Student Success Center
 - ii. Maureen will look into CoS
 - iii. Adrienne will look into Humanities
- c. Gisela mentioned the opening of H&A Student Success Center

V. New Business

- a. Susan – Concern with conditional exemptions:
 - i. Issue is with entering students who are conditionally exempt in English and math.
 - ii. The problem arises when students do not complete required courses in high school. If the classes are not passed then they have to take remedial courses – or they can take E(nglish)P(lacement)T(est) E(ntry)L(evel)M(ath) placement exams. But these courses are not/can not be required of students.
 - iii. The problem that arises has to do with placement of students and the scheduling of remedial classes.
- b. Ashlei – student attendance policy. Asking for a more comprehensive policy.
- c. Sharon – Hearings to be held regarding certain courses being given priority for certain impacted programs. Hearing at SJSU will be on 02/26 -3-5 Student Union Theater and 03/03 6:30-8:30 in Engineering

STUDENT SUCCESS COMMITTEE

AGENDA

March 13, 2015

- I. Announcements – Online Approval of Minutes from 11/14
- II. Approval of Minutes from 2/13/15
- III. Presentation- Anthony Korsund from H&A Student Success Center
- IV. Unfinished Business
 - a. Four-year roadmaps by department – Update
 - b. Updating Student Attendance Policy
- V. Presentation—Lisa Oliver, Student Experience (10:00 a.m.)
- VI. New Business (Time Permitting)

STUDENT SUCCESS COMMITTEE

Minutes

March 13, 2015

Present: Adrienne Eastwood, Carlos Garcia, Gray-Peoples, Karla Larson, John May, Susan McClory, Maureen Scharberg, Rob Vitale

Guests: Anthony Korsund, Lisa Oliver

- I. Announcements – Online Approval of Minutes from 11/14
 - a. Minutes were passed online.
- II. Approval of Minutes from 2/13/15
 - a. Wording changed in minutes V. c.
 - i. Maureen – Suggests making a change to address impaction. Addition of supplemental courses as part of the transfer admission process. Adrienne made the changes
 - b. Wording changed in minutes V. a. 2
 - i. Susan – Problem is when students do not complete approved courses during the senior year. Adrienne made changes
 - c. Minutes passed
 - i. 6 approved, 2 abstentions
- III. Presentation- Anthony Korsund from H&A Student Success Center
 - a. Can Anthony's materials be added to the minutes?
 - b. Mission: provide GE and non-major-related advising for new and continuing students.
 - c. Serve: H&A majors and interested students
 - d. Services: Major and GE advising, transition to SJSU, academic planning, time management, campus resources, using mysjsu, interpret policies and procedures, petitions/forms, choosing major, probation and DQ students, adding/dropping classes, peer advising, Career Center collaboration, GRE/Grad school.
 - e. Defining Student Success: Academic achievement and timely graduation, making progress to degree, students' pursuing interests, using success tools
 - f. Hours of Operation: M-Th9-5, F 9-4, Clark Hall 244, 4-5095, ha_successcenter@sjsu.edu
 - g. Staff: Tamar Goldie part-time adviser, peer advisers do about 10 hours a week, Gisela works with center as well, will be hiring an SSP2 soon.
 - h. Action Item: Encourage students to use H&A Center
- IV. Unfinished Business
 - a. Four-year roadmaps by department – Update
 - i. Adrienne – seem to be done!!
 - b. Updating Student Attendance Policy F69-24 CLASS ATTENDANCE
 - i. Should this policy be rewritten?

- ii. Discussion followed – attendance needs to be defined, importance of attendance should be placed on students
 - iii. Maureen should we address online attendance?
 - iv. Bob suggests using this as a template as we think about how to rewrite the policy:
<http://www.taftcollege.edu/newtc/StudentServices/ACE/differences.htm>
 - v. Disentangle participation and attendance. Need to clearly define participation
 - vi. Action item: we will try to rewrite the policy.
 - vii. Maureen discussed the different modes of instruction – will email to group
 - viii. Maureen discussed course match – courses that students from other CSUs can take.
- V. Presentation—Lisa Oliver, Student Experience “Student Success and Retention: Supporting Underrepresented, First Generation, and Transfer Students
- a. Three data points
 - b. Themes
 - i. Relationships friends, family, professors
 - ii. Scheduling/adding classes
 - iii. Time and stress management
 - iv. Money – financial aid affordable tuition
 - v. Ethnic Heritage
 - 1. Multiethnic backgrounds – challenge to analysis
 - c. Conclusions: How do we anchor students to campus
 - i. Connections
 - 1. Relationships
 - 2. Campus Environment
 - 3. Activities

STUDENT SUCCESS COMMITTEE

AGENDA

April 10, 2015

- I. Announcements – Next month our last meeting---Annual Report, New Chair
- II. Approval of Minutes from 3/13/15
- III. Unfinished Business
 - a. WASC?
 - b. Presentations from last week
 - b. Student Attendance Policy Update
- V. Presentation—Susan Rockwell, Career Services (10:00 a.m.)
- VI. New Business (Time Permitting)

STUDENT SUCCESS COMMITTEE

Minutes

April 10, 2015

Present: Adrienne Eastwood, Carlos Garcia, Karla Larson, Susan McClory, Ashlei McPhereson, Susan Rockwell, Maureen Scharberg, Rob Vitale

- I. Announcements – Next month our last meeting (05/08)
 - a. Annual Report
 - i. Consider what to include in report
 1. Committee accomplishments
 2. New business
 - b. New Chair
- II. Approval of Minutes from 3/13/15
 - a. Not enough present for a quorum
 - b. Will have online vote
- III. Unfinished Business
 - a. WASC?
 - b. Presentations from last meeting
 - i. Lisa Oliver
 1. Framing of the data as it is presented to the faculty is important
 2. Anchoring students to campus – because so many commute this is very difficult
 3. Karla – At SDSU getting jobs on campus since they have to work anyway – this will create greater investment on campus
 - c. Student Attendance Policy Update
 - i. Ashlie – what about the Kinesiology class?; Can participation negatively affect students
 - ii. Maureen in student fairness participation comes up a lot. Because it is not specified rulings will go in favor of students because criteria aren't cleared up.
 - iii. Adrienne – we will send forward our draft of the policy
- IV. Presentation—Susan Rockwell, Career Services (10:00 a.m.)
 - a. Meet with students
 - b. Meet with employment sector
 - c. Academic integration
 - d. Career Development
 - i. Orientations
 - ii. Work with underrepresented groups
 - iii. Integrate career development
 - e. 56% of students are served by career center
 - f. SpartaTrack

- g. Retention Programs – how launch career
 - h. What is industry looking for and how our students meet those needs
 - i. Employer services team – goes out to promote SJSU and students
 - j. Workability – for students with disabilities – placement services
 - k. Ashlei – are there research opportunities
 - i. Susan – should look to faculty and other institutions
 - ii. Career Center can help students find opportunities
 - l. Resume is the number one reason students go to CC
 - m. Tools to assess student interests to find majors/careers
 - n. Developing in demand skills
 - o. Ashlei – department liaisons from the career center?
 - p. Karla – what is the basic first step? Make an appointment with CC and become aware of the programming available to students.
 - q. Rob – what is the capacity for handling students? Students can book two weeks in advance. Drop ins may need to be seen in group. Appointments not usually a problem.
 - r. Rob – what if employers contact professors directly? Should make requests accessible to all students.
- V. New Business

STUDENT SUCCESS COMMITTEE

AGENDA

May 8, 2015

I. Announcements

- a. New Chair
- b. Next year meeting time/place
- c. Priority registration

II. Approval of Minutes from 3/13/15 and 4/10/15

III. Unfinished Business

- a. Student Attendance Policy Update
- b. Annual Report

STUDENT SUCCESS COMMITTEE

Minutes

May 8, 2015

In Attendance: Toby Adleman, Adrienne Eastwood, Carlos Garcia, Gisela Gray-Peoples, Colleen Johnson, Karla Larson, Susan McClory, Susan Rockwell, Maureen Scharberg, Rob Vitale, Sharon Willey

- I. Announcements
 - a. New Chair
 - i. Adrienne nominated and voted in
 - b. Next year meeting time/place
 - i. September 11, 9:05/SSC 601
 - c. Use of Google group to communicate information.
 - i. Be sure to join group
 - ii. Adrienne will work on making it more effective and usable
 - d. Priority registration
 - i. Adrienne will make information accessible to us. This will allow us to pass the information on. This way we can make that information available to students or pass it on to ALE.
 - ii. Next semester expect to have a few requests for it.
 - iii. Can deadlines be passed on to campus?
 - iv. Susan – Request from Dora to amend policy – extended priority registration past one semester for EOP
- II. Approval of Minutes from 3/13/15 and 4/10/15
 - a. 03/13/15 – Approved
 - b. 04/10/15 – Approved
- III. Unfinished Business
 - a. Student Attendance Policy Update
 - i. This will be put up in the fall for consideration.
 - b. Annual Report
 - i. Additions/Changes made to form