

## 2015-2016 Year-End Committee Report Form

<b>Committee:</b> Student Success	
<b>Chair:</b> Adrienne Eastwood	<b>Chair-Elect for 2016-2017:</b>
<b>Number of Meetings held:</b>	

### Items of Business Completed 2015/2016

Updated Attendance Policy (F69-24) which was approved by the Academic Senate as F-15-5.  
Discussed and rejected priority registration request from the School of Music and Dance  
Presentation by Cindy Baer on Stretch English  
Presentation by Susan Murray on Faculty Advising  
Presentation by Dora Ozawa on priority registration numbers  
Recommended limiting priority registration for HOE students to top 5%  
Considered other ways of limiting priority registration  
Discussed and rejected the inclusion of the Spartan Spectrum Dancers as part of the Marching Band for priority registration.

### Unfinished Business Items from 2015/2016

Wait listing and add codes  
Data sheet for priority registration  
Limiting priority registration  
Honors at Entrance

### New Business Items for 2016/2017

Coordination of campus-wide efforts towards Student Success: Project Succeed, the Four Pillars of Academic Success, AANAPISI.

## **STUDENT SUCCESS COMMITTEE**

### **Minutes**

**September 11, 2015**

I. Members Present: Ismail Abukhdeir, Adrienne Eastwood, Carlos Garcia, Gisela Gray-Peoples, Cindy Kato, Susan McClory, Maureen Sharberg, Rob Vitale, Sharon Willey

II. Introduction of New Members: Ismail Abukhdeir, Associated Students, Julie Sedlemeyer – Career Center (replacing Susan Rockwell).

We currently have vacant slots on the committee for Education, Engineering, and three students. Maureen will mention this to Pat Baker (Associate Chair of the Academic Senate) who should help to find volunteers.

III. Meeting Schedule/ Note-takers: Thanks to the following for volunteering!

10/09 – Sharon Willey  
11/13 – Cindy Kato  
12/11 – Ismail Abukhdeir  
2/12 – Susan McClory  
3/11 – Maureen Sharberg  
4/8 – Carlos Garcia  
5/13 – Adrienne Eastwood

IV Minutes from 5/8/15: Unanimously approved

V. Unfinished Business

a. Roadblocks per college (work with deans and chairs) – Much discussion on this point identified some persistent roadblocks for students including (1) availability of classes, the structure of GE in the university, and problems with advising. Students can't get the classes they need and often receive the wrong information from faculty advisors. We also discussed large class sizes, specifically with regard to assessment. Rob Vitale brought up the problem of high-achieving students not receiving attention from faculty, since resources are trained on lower-achieving students. The committee might consider a letter to the deans of colleges identifying problem areas. Some solutions include restructuring GE to avoid overlaps with majors and providing online training for faculty advisors.

b. New Policy on Attendance for Fall 2015 action – Adrienne Eastwood will send the finalized referral to the committee for final comment before sending it up to ISA for review.

c. Proposal for mandatory academic advising – Maureen Sharberg has submitted a referral to ISA to mandate academic advising for undergraduate students without declared majors.

Regarding faculty advising, the committee feels strongly that some training for faculty advisors is necessary. Ideally, faculty would be used only to address advising for the majors, referring students for GE advising to the appropriate College Student Success Center. Mandatory online training for faculty could help resolve some of the inconsistencies in advising.

#### VII. New Business

a. Priority Registration for Bachelor of Music students – This application was not approved by unanimous vote. It was the decision of the committee that the Application did not meet the criteria identified in the Policy (F-14-1).

#### VIII. Other Business for the year -

a. Advising: The committee will consider working on a draft of information for faculty advising that could then be used much like the Advising Hub to give faculty one place to go for up-to-date information.

b. Maureen Sharberg added two information items for further discussion/action.  
(1) How are add codes given out once school starts; (2) How are waiting lists used?

Meeting adjourned at 10:20 a.m.

# **STUDENT SUCCESS COMMITTEE**

## **AGENDA**

**October 9, 2015**

I. Sign In – Welcome

II. Approval of the minutes from 9/11/15.

III. Unfinished Business

a. Status on new attendance policy – Adrienne

b. New members from Education, Engineering, and students – Maureen

IV. New Business

a. Faculty Advising Hub – Draft/process

(1) What should be included?

(2) Process?

(3) Invite successful advisors from different colleges?

b. Add codes & Wait lists

# **STUDENT SUCCESS COMMITTEE**

## **AGENDA**

**November 13, 2015**

- I. Sign In
- II. Approval of the minutes from 10/09/15.
- III. Cindy Baer – Stretch English
- IV. Faculty Advising - Susan Murray
- V. Priority Registration
- VI. Unfinished Business
  - a. Recruiting students to the committee—draft job description
  - b. New members from Education, Engineering - Maureen
  - c. Add codes & Wait lists - Maureen

Student Success Committee  
11/13/15 Minutes

In attendance: Ishmail Abukhderi, Adrienne Eastwood, Carlos Garcia, Gisela Gray-Peoples, Colleen Johnson, Cindy Kato, Karla Larson, Julie Sedlemeyer, Sharon Willey

Guests: Susan Murray, Cindy Baer

- I. Sign In – Welcome – Adrienne welcomed everyone and noted that we did not have a quorum. To respect the guests' time, we began the meeting without a quorum.
- II. Approval of Minutes – Because we did not begin with a quorum, we were going to ask for approval via email. However, towards the end of the meeting, we did have a quorum and were able to approve the minutes with a few corrections.
- III. Cindy Baer – Stretch English –
  1. Cindy presented a very complete and detailed presentation with handouts regarding Stretch English.
  2. She included
    - a. what the program is,
    - b. a brief history of efforts thus far,
    - c. the plans for expanding the program in Fall 2016 as the LLD 1 and 2 classes are removed,
    - d. adjustments being made to create a more robust Directed Self Placement and addressing the issue of clearing UGRM (remedial ) status partway through the Stretch program.
  3. She also provided a philosophical statement from the Conference on College Composition and Communication (CCCC) and copy of a midterm self-evaluation for the Stretch class.
  4. Questions and discussion occurred during and for a short time after Cindy's presentation.
- IV. Faculty Advising – Susan Murray –
  1. Susan spoke about how advising occurs in her department.
  2. She also raised very important issues regarding faculty advising, including
    - a. lack of clearly including/addressing advising in the RTP process for faculty,
    - b. general workload concerns,
    - c. inconsistency across departments in terms of knowledge, time commitments, skill set,
    - d. training so that all advisors have consistent information,
    - e. training in counseling/advising techniques where needed, and
    - f. whether GE advising should be the responsibility of the faculty
  3. Susan mentioned some additional issues related to the Grades First early alert system.
  4. General discussion followed.

V. Priority Registration –

1. Very briefly Cindy noted that a very large number of students were approved for priority registration for spring, over the rough percentage noted in policy.
2. Sharon was able to share how many actually used it.
3. Cindy briefly shared some recommendations from Susan McClory: (1) that we place a moratorium on further requests until we can get current numbers/ lists to be more accurate; (2) that we ask all groups with current approval to clean their lists; and (3) that we ask Dora Ozawa from the Registrar's Office to present to the group so that we have a clear picture not only of where approval has been granted but also of which groups use the privilege.

VI. Unfinished Business –These items were tabled due to lack of time and since Maureen was not able to be with us.

Student Success Committee  
2/12/16 Minutes

In attendance: Ishmail Abukhderi, Toby Adleman, Adrienne Eastwood, Carlos Garcia, Colleen Johnson, Cindy Kato, Karla Larson, John Salangsang (for Julie Sedlemeyer), Nadia Sorkhabi, Rob Vitale, Sharon Willey

Guests: Dora Ozawa

- I. Sign In – Welcome – Adrienne welcomed everyone and asked us all to introduce ourselves, in particular a new member of the committee, Nadia Sorkhabi from Education.
- II. We reviewed which campus entities were not represented on the committee. In particular we are concerned with Campus Life, (the new AVP, Sonja Daniels was mentioned), Engineering, Student Fairness (Nadia sits on that committee so can represent) and SASS.

- Thanks to volunteers for note-taking: 2/16 – Cindy Kato  
3/11 – Sharon Willey  
4/8 – Carlos Garcia  
5/13 – Adrienne Eastwood

- III. Approval of Minutes – The minutes were approved as written.
- IV. Old Business-  
Our attendance referral was accepted as policy.  
There was some discussion regarding class attendance, class participation, how various Instructors address use of smartphones, tablets, computers in class, lecture capture, etc.
- V. New Business-Priority Registration – Dora Ozawa
  1. After a brief explanation of the appointment order based on Academic Senate policy, Dora provided us with data of how many students had priority registration for spring 2016 and how many used it. The overall number seems large.
  2. We discussed a need for Dora to know if a group drops off the list, has a limit of spaces, how long approval lasts, etc. – a need to establish a line of communication from committee to Dora. Dora would like more direction from the committee.
  3. Other issues include whether the number is smaller for the fall registration cycle
  4. Particular focus was on the “Honors at Entrance” policy since that is the largest single group, the policy existed before mandatory orientation, and the basis for that category was established well before the current profile of academically stronger students based on impactation. The practice has been to give those students priority for registration the second term (since they all register at their orientation program)
  5. Solutions:
    - a. Review “Honors at Entrance” policy at next meeting.
    - b. Review the numbers and set up a tracking spreadsheet that can be shared with Dora at least annually.
    - c. Ask all entities with current approval to review and clean their lists of eligible students.

See the following Senate Policies: F14-1, F96-5 (Honors at Entrance), S90-11/



VI. Unfinished Business –

1. Faculty Advising- inconsistencies across depts., how to streamline
2. Wait lists and add codes – How are these being used? Should they be used?

Student Success Committee  
3/11/16 Minutes

In attendance: Ismail Abukhdeir, Toby Adleman, Cindy Baer, Adrienne Eastwood, Carlos Garcia, Cindy Kato, Karla Larson, Susan McClory, Rob Vitale, Sharon Willey

- I. Sign In – Welcome – Adrienne welcomed everyone and asked us all to introduce ourselves, in particular a new member of the committee, Cindy Baer from English by way of Engineering.
- II. Approval of Minutes – The minutes were approved as written.
- III. Old Business- Priority Registration
  - a. Honors at Entrance (Review F96-5)
    - i. Instruction & Student Affairs is currently looking at this policy and has requested the data in terms of the number of students receiving honors at entrance.
    - ii. There was discussion regarding appropriate criteria to earn honors at entrance including GPA, test scores, # of honors courses, and certain % of students as criteria was most recently set in 1996. We decided to recommend that we take the top 5% of incoming students.
    - iii. Adrienne will follow up with Michael Kaufman, ISA Chair, to share our discussion.
  - b. Reviewing Category B & C Requests for compliance with F14-1
    - i. Adrienne and Susan confirmed that all groups had to reapply in 13-14
    - ii. Agreed the chair will send a warning to approved groups regarding the new criteria
    - iii. Sharon will follow up with Dora to ensure that updated lists are used for each term
    - iv. We will consider staggering groups going forward for three, four and five year cycles
    - v. Adrienne will follow up with Marching Band as number increased from 36 to 51
    - vi. We agreed that Dora will be invited to a Student Success Committee meeting every year to review numbers
  - c. Asking those with current approval to send accurate head counts
    - i. Groups will be tracked on a document to include expiration date and original number applied for as well as number requested.
- IV. Unfinished Business
  - a. Wait lists and add codes
    - i. Concern is some Open U students are given add codes before classes start and ahead of regular matriculated students
    - ii. Recommendation to keep wait list visible after first day of classes but learned Scott Heil is providing a copy to all colleges
    - iii. Recommendation that deans/associate deans send a message to faculty about how to do instructor drops
    - iii. Decided no additional action needed on this topic
- V. Other Business
  - a. No other business identified

# **STUDENT SUCCESS COMMITTEE**

## **AGENDA**

**April 8, 2016**

- I. Sign In
- II. Approval of the minutes from 3/11/16.
- III. Nomination of new Chair?
- IV. Old Business
  - a. Honors at Entrance
- V. Marching Band Priority Registration
- VI. 2015-2016 Year-End Report
- VII. Other business?

# **STUDENT SUCCESS COMMITTEE**

## **AGENDA**

**May 13, 2016**

- I. Sign In
- II. Approval of the minutes from 4/8/16.
- III. Nomination of new Chair?
- IV. Old Business
  - a. Honors at Entrance
- V. Marching Band/SJSU Pep Band Priority Registration
- VI. Project Succeed
- VII. 2015-2016 Year-End Report

## STUDENT SUCCESS COMMITTEE

### Minutes

May 13, 2016

In attendance: Toby Adelman, Cindy Baer, Adrienne Eastwood, Carlos Garcia, Gisela Gray-Peoples, Colleen Johnson, Karla Larson, Susan McClory, and Rob Vitale

- I. Approval of the minutes from 4/8/16.
  - a. Minutes approved (7 for 2 abstain)
- II. Nomination of New Chair
  - a. Adrienne Eastwood and Toby Adelman will be co-chairs
- III. Impromptu Business
  - a. Ismael – AE sent an email of thanks. New student in the fall
  - b. Susan McClory – Retiring!!!!
    - i. Won't be on committee but a replacement has not been found.
  - c. Concern in committee about having vacancies filled.
  - d. Rob Vitale – unsure if he will comeback but it seems likely he will.
- IV. Old Business
  - a. Honors at entrance
    - i. No movement on this topic.
    - ii. Will require this committee to push the topic forward
- V. Marching Band/SJSU Pep Band Priority Registration
  - a. Gisela was approached by the Associate Dean of H&A
    - i. AD wanted to know who was on the list and suggested it should only be the band members.
  - b. Request we have now is for the Pep band musicians and the dancers.
    - i. What does “required mean” – perhaps that it is part of the class
    - ii. Request seems to lean on NCAA standards.
      1. Is this the case?
      2. This is why they are under category A
    - iii. Could be category B – but the games are not during peak time
    - iv. Perhaps we should review the marching bands application
      1. Concern is that other folks are being included in the original application
    - v. Sharon – we should see the NCAA requirements.
    - vi. Rob – Last line implies that priority registration is being used as a way to recruit.
    - vii. Adrienne – we need documentation, we need clarification of what each of the groups is (dancers, pep band vs. marching band, etc)
    - viii. Gisela – suggest we cc the associate dean on the correspondence
    - ix. **Adrienne suggest:**
      1. **What falls under SJSU Marching band?**
      2. **What do the number refer to? Who does that apply to?**

**3. If this is category need further documentation from NCAA.**

**4. If dancers have own priority they should have their own application since the only one with priority is marching band - and the marching band priority will not qualify in future reviews**

x. Adrienne will send correspondence

VI. Karla - Largest number of priority is Honors at Entrance.

a. Should talk to Deanna Gonzalez to get more clarity

VII. Project Succeed

a. May 4<sup>th</sup> Adrienne invited to a meeting about Project Succeed.

i. PS involves points of student success.

1. Block scheduling,

2. Faculty mentor program

3. Peer mentoring

4. Student learning communities

ii. Discussion on Faculty in Residence in the dorms ensued.

b. First year experience

i. Should add first year writing person to advisory committee.

c. Project Succeed

i. Not spending enough money.

ii. What might money be spent on?

1. Toby - Scholarships? Run out of departments?

2. Cindy - scholarships could be tied to the learning communities

VIII. Four Pillars of Success

a. Pillars are:

i. College Readiness

ii. Advising

iii. Student Engagement

iv. Clearing Bottlenecks

b. These pillars are masking greater problems. (lower standards, greater enrollment)

IX. AANAPIS (Asian American and Native American Pacific Islander-Serving Institutions)

a. Cindy - a centralizing structure which would allow for the coordination of resources is missing

X. 2015/2016 Year-End Report

a. Any additions?

i. Pep band - add

ii. Project Succeed

iii. Coordination of student success efforts