

**Graduation Initiative  
Monthly Reporting Form  
August 24, 2011**

**Campus:** Channel Islands

**Team Leader:** Dawn Neuman

**1. What did your team commit to completing during this month? (What did you promise?)**

- a. We committed to forming the membership for the next three task forces, to determining due dates for the material, and to making use of dashboard indicators and other data provided by Enrollment Services and other entities on campus.

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

- a. The Steering Committee met and formed the membership for the next three task forces, determined due dates for the material, and went over dashboard indicators and other data provided by Enrollment Services and other entities on campus. The next three task forces will investigate the following issues.
  - i. Where is writing required within the undergraduate curriculum? What are the issues and ideas surrounding writing?
  - ii. Transfer Level Advisement – how is it done, when is it done, who is doing it, and how can it be improved?
  - iii. Student fees – this task force will develop a small handbook (for faculty/staff advisors) that lists all fees that a student may be asked to pay. The idea is to help students make choices that are more economical.
- We held a Steering Committee Meeting on July 27, 2011.
  - Documents discussed included:
    - Campus Template—Outcome Metrics
    - Cumulative Retention/Graduation by Cohort
    - Cumulative Retention/Graduation by Cohort and URM

**3. What will you accomplish next month?**

- The Steering Committee will meet to receive the information from the first task force, determine what the data suggests for the next step, and possibly form a new task force to put into effect the next step.
- The co-leads will meet with the members of the next three task forces, and those task forces will then begin gathering information.

Prepared by Jacquelyn Kilpatrick  
8-16-2011