

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

Campus: Channel Islands

Team Leader: Dawn Neuman

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

- We committed to restructuring the CAG/Graduation Initiative Committee organization into a co-divisional Student Success Partnership.
- We committed to having our first Steering Committee meeting.

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

- We created a website for the Student Success Partnership that includes information from the two former committees, CARS and GI. The URL is <http://www.csuci.edu/studentsuccesspartnership/index.htm>.
- We held our first Steering Committee Meeting on April 26, 2011.
 - The meeting was called as an informational gathering. Co-Leads Jane Sweetland and Jacquelyn Kilpatrick handed out copies of the “Student Success Partnership Charge” document, which describes the structure of the partnership and the duties of the participants. Other documents discussed included:
 - UGRD transfer GE completion tables
 - A Retention Management Planning document
 - CI’s Student Access, Retention, Success 5-Year Plan (2008-2013)
 - CI’s Student Access/Retention/Success-UPACC Strategic Initiative Document
 - “Retreat Resource Book” from the WASC Retreat on Student Success seminar held in Emeryville in February, 2011.
 - The committee discussed the charge, including the development of short-term task forces.
 - It was decided that the committee would meet again in May to discuss the topics and make-up of the first task force to be formed.
- Our second Steering Committee Meeting took place on May 11, 2011. The main topic of discussion was forming the first of the small task forces.
 - Keeping the goals of Task Forces very small—give them reachable goals.
 - Determine the major causes for successful/failed leavers.
 - Of failed/successful leavers, determine how many are there in each major and get that information to the chairs.
 - What mechanisms can we implement in each discipline to find and support students who are having trouble and are at risk of leaving?

- Damien Peña reported that much is being done to keep in touch with EOP student. It was agreed that the Student Success Partnership needs to look at small programs like this and determine how can we replicate them across the campus.
- On May 16, 2001, Jacquelyn Kilpatrick and Jane Sweetland reported on the Student Success Partnership to the President's Policy and Planning Committee.
- On May 25, 2011, the co-leads met with the first task force.
 - Task Force One: Inventory of Current Early Intervention Strategies (e.g., EOP, SSS, Enrollment Services)
 - Question: What are we doing to check in with students?
 - Timeline: task force progress report by 9/16/2011
 - Membership – representatives from:
 - Enrollment Services (Darius Riggins)
 - Student Affairs (Brianna Christie)
 - Program Chair (Beth Hartung)
 - Extended University (Nick Fuentes)
 - The Task Force decided to do in-person surveys with the following:
 - Enrollment Services
 - Program chairs
 - Postbac/Graduate program directors
 - Extended University support staff
 - Advising
 - Counseling
 - Survey items:
 - What? What is the intervention?
 - Who? What population?
 - When? When is it done?
 - How? Method of contact/instruments? (collect artifacts)
 - Assessment: Successful? What more could be done?
 - So what? What do you do when you hear student responses?
- On June 20, 2011, The Steering Committee met to discuss additional task forces.
The following task forces were agreed upon for start-up in the fall semester:
 - Task Force on Fees—to determine all fees charged to students across the campus, when they are due, etc. This is necessary because we have found that some faculty and other advisors are unclear about how to advise students in this regard. For example, when a student has been “conditionally” accepted to a graduate program, would it be more cost effective for the student to matriculate or to take required courses through Extended Education? This is important because additional fees are sometimes the reason students do not continue.
 - Task Force on Writing—writing is required in a variety of forms on campus, but we need to gather information on when it is required and in what class/form.

This needs to be integrated with the new University Studies program, so the information is critical. This is important because poor writing skills are an important factor in a student's success.

- Task Force to place the information gathered by Task Force One into a matrix and to report to the Steering Committee any assessments or suggestions regarding reaching out to students.

3. What will you accomplish next month?

- The Steering Committee will meet to form the membership for the next three task forces, determine due dates for the material, and to go over dashboard indicators and other data provided by Enrollment Services and other entities on campus.

Prepared by Jacquelyn Kilpatrick
6-24-2011