

## GI 2025 Steering Committee Meeting Minutes

Location: AD-103  
Date: October 25, 2017  
Time: 11:30 a.m.-1 p.m.  
Attendees: Shari McMahan, Brian Haynes, Sam Sudhakar, Muriel Lopez-Wagner, Doug Freer, Alysson Satterlund, Craig Seal, Ryan Keating, Sandy Bennett, Karen Kolehmainen, Olivia Rosas, Bob Tenczar, Ron Fremont

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### 1. Overall Update (Steering Committee Chairs Shari McMahan and Brian Haynes)

- The committee welcomed UGS Dean Craig Seal, who is now serving on the steering committee. He replaces the interim UGS steering committee member, Chris Lindfelt.
- Provost McMahan, VP Haynes and other CSUSB campus members attended the CSU GI 2025 Symposium Oct. 11-12 in Long Beach.
- CSUSB has received feedback from the Chancellor's Office. Overall, there was a seven percent increase in graduation rates. Progress was lost in achievement gaps. Data will be further examined to determine if this gap is reflective of the population and to determine next steps to support URM numbers.
- Fundamental changes need to be made moving forward to allow access for incoming students. These include:
  - Using data to drive decisions
  - Examining processes:
    - Grad checks are creating a barrier for students. Some students do not know they need to register for a grad check. As a result, many students are missing the deadline and incurring late fees. The \$75 fee is also problematic; efforts are underway to determine if it can be spread out over a longer period of time. ITS is working on a mobile app that will go live on March 1. The app will notify students when they reach a certain amount of units. Automated grad checks are also in progress.
  - Notifying students early on about taking 15 units (45 per year) to be able to graduate in 2 or 4 six years.
- AVP of Strategic Communication Bob Tenczar gave an overview of the new GI 2025 Student Campaign. The schedule is currently being revised and will be forwarded to committee members and posted on the GI 2025 website once complete. The campaign features short videos that highlight how to graduate in 2 or 4 years (Think 15), resources available to support students, and barriers that have been removed. Messages are being posted on social media, displayed on campus video screens and emailed to students. Additional avenues are being explored, including displaying online in areas where students commonly visit, senior presentations in large classes, banners, etc.

## **2. Progressive Pedagogy / Chair Davida Fischman**

- The chair was unable to attend. Provost McMahan shared that an excellent pilot workshop occurred during summer and that Davida will be reaching out to lecturers for future participation since they teach a lot of high-demand courses.

## **3. Rapid Data Analytics / Co-Chairs Muriel Lopez-Wagner and Sam Sudhakar**

- The RDA has been charged with the facilitation of the Faculty Data Fellows to encourage faculty to do research.
- Funding in the amount of \$50,000 for winter and spring 2018 is available for faculty to do research on a campus-wide problem pertaining to course demands, pathways, scheduling (e.g., time, space), curriculum and timely graduation.
- The call for proposals will be released through the Faculty Center for Excellences next week. Proposals, which will be due in November or December, will be reviewed by the RDA committee.

## **4. Informed Enrollment Management / Co-Chairs Rachel Beech and Olivia Rosas**

- The group met once over summer. Its current focus is on restructuring the Priority I registration process. A significant number of students, 29 percent, currently have Priority I registration status.
- A taskforce has been created in collaboration with UGS to examine other models and potential impact. One model that was recommended for review is Cal Poly San Luis Obispo, which bases priority registration on units to degree. Recommendations will be shared with the Steering Committee next quarter.
- Committee members recommend adding two additional members: Brian Willess, Director of Orientation/First Year Experience; and Amy Bracerros, Interim Director of the Office of Registrar. Steering Committee members were in agreement.

## **5. Nurturing Student Engagement & Advising / Chair Alysson Satterlund**

- The subcommittee met in July and September; its next meeting is set for next week. Members plan to meet monthly through this academic year.
- During its summer meeting, the subcommittee developed a framework for HIPS and Muriel is currently developing a catalog on ways to assess, which will be shared with the HIP committee.
  - Provost McMahan would like to share the HIP definition and list of courses that meet this definition at the Chairs' Meeting this Friday; Dr. Satterlund to obtain and forward.
- At its September meeting, the group developed and agreed to the following final working definition of advising and student engagement:
  - "Advising is a reciprocal relationship in which students develop consistent educational goals, clarify personal engagement and **post-college** goals, and evaluate the progress toward their established goals (for example, advisors and students

work together to explore and achieve many goals, including but not limited to: academic, community involvement, well-being and leadership development, etc.).”

- “Student Engagement is the application of students’ attention, curiosity, interest, drive and skills to intentional cultural, academic, research, leadership, social, professional and community-centered experiences that are measurable and impactful (for example, but not unlimited to: service-learning, campus employment, community service, student involvement, etc.).”
- Members also outlined the below four subcommittee goals for the 2017-2018 academic year; feedback from Steering Committee members is welcomed.
  - Create an Institutional Pathway for Student Engagement at CSUSB
  - Identify institutional partners to develop shared CSUSB definitions of Advising and Student Engagement
  - Identify structures and processes that will allow for the measurement and assessment of CSUSB Advising and Student Engagement as defined
  - Continue to understand and remove barriers to student engagement through innovation and collaboration.

#### **6. Transparent Policies and Procedures / Co-chairs Ryan Keating and Craig Seal**

- The subcommittee submitted their recommendations for the “GI 2025 – Timely Graduation Procedure” to the Senate Executive Committee. Topics in this administrative procedure include: (1) Declaring a major, (2) Changing a major, and (3) Graduation check. See Attachment A for details.

# Attachment A

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## Undergraduate Pathway to Graduation

### 1. Declaring a Major

Students are encouraged to declare a major earlier in their academic career. Major requirements include lower-division and upper-division courses in both general education and the declared major. All majors require a minimum of 180-quarter units, although some require more (see Table 1). Students who have declared a major are encouraged to meet regularly with their university advisor to ensure that the degree requirements are met prior to the intended quarter of graduation (see Graduation Check below).

Students must declare a major by 90 baccalaureate units. Transfer student who transfer the maximum 105-quarter units must select a major before completing their junior year (135 total quarter units). *[Current Bulletin Academic Regulations and Standards– “All CSUSB students with fewer than 70 quarter units must declare a major by the time they achieve junior class status (90 quarter units). Students transferring to CSUSB with 70 or more quarter units are strongly encouraged to declare a major when they matriculate.” <http://bulletin.csusb.edu/academic-regulations/>]*

Those who do not will not be allowed to enroll in classes until they have met with an advisor in Undergraduate Studies. To assist student selecting a major, students should read the major’s description in the University Bulletin, talk with an advisor, and visit the university Career Center.

### 2. Changing Major

Student may change a major by completing the “Change of Major” form found in Undergraduate Studies. Students may change academic major only if they submit a plan approved by a designated faculty/professional advisor and the chair of the new degree program demonstrating that all degree objectives will be completed within the 120% maximum total quarter unit limit (see Table 1 below). Any additional degree objectives (e.g., second majors, minors, certificates) must also be able to be completed within the additional units allowed.

Table 1: Degree Unit Requirement with 120% Maximum Allowable Unit Limits

Selected Degree Program Examples	Minimum Units to Selected Degree	Maximum units within 120% rule
BA Administration Management	180	216
BS in Computer Engineering	187	224
BA Liberal Studies Integrated Track	201	241

*[Bulletin – no listed requirements for changing major.]*

### 3. Graduation Check

Students must file a graduation requirement check (graduate check) prior to the end of the term of their expected graduation. Students should not request the graduate check until they have accumulated 135-quarter units toward their degree. This may include work in progress. [*Bulletin – “Undergraduate students must request a Graduation Requirement Check (Grad Check) at the Office of the Registrar (UH-171) when they have completed 135 units towards their degree. Graduate students must request a Grad Check at least one term prior to their expected graduation.”*]

Students who have not filed to graduate by the time they have earned 75% of the units required for the degree in their declared primary major must file to graduate and submit a plan to graduate within the maximum unit limits defined in this policy. Students requesting an exception (e.g., additional majors, minors, certificates) to the limits in this policy should file a Waiver of University Regulations of Academic Policy form. The appeal must include a rationale and the extension, an advisor-approved plan to graduate and approval of the department chair. Such policy is *not* intended to restrict academic exploration or limit access to multiple majors or degrees, but to encourage students to take a thoughtful approach to their education. [*Bulletin – no additional requirements/process except, “To avoid late fees, the Grad Check should be filed by the established deadlines”*]

If the exception to the 120% maximum units is not approved, future enrollment will be subject to restrictions. If a student has met the requirements and completed all the units to complete a major, a degree in that major will be conferred regardless of whether that major was declared. If the student has not met the requirements or completed all the units in a major, enrollment will be restricted to courses required to graduate in the major for which graduation is most likely to occur in a reasonable time. These procedural steps will be overseen by the Office of the Associate Dean of Undergraduate Studies with the goal of encouraging timely graduation and helping students in these situations transition from university to post-graduate life. [*Bulletin – no listed exception process for graduation check.*]

Figure 1 – Flow Chart

