



Memo

To: Keith Boyum
From: Don Zingale
CC: Bill Eisenhardt, Steve Kreta, Paul Jackson
Date: November 28, 2005
Re: Facilitating Graduation at Cal Maritime

This memo will serve as The California Maritime Academy response to Coded Memo AA 2005-21-*Facilitating Graduation*, in which a specific written response is requested for section I C i- vi, of the addendum to the above referenced memo. Before addressing the 22 points below, it should be noted that, at Cal Maritime, students have about a 4.1 year to graduation rate and 80% of entering students graduate. These are statistics that we are trying to improve. Nonetheless, we will not make drastic changes so as to not negatively affect our current success rate.

I.C.i. Efficiency in Academic Program Design (items 1-2).

1. Reduction of Required Units in Programs Leading to the Baccalaureate Degree.

Cal Maritime offers six degree majors. Of those six, three programs include courses and shipboard experiences, or industry experiences, that lead to the issuance of United States Coast Guard Licenses. The units for these courses (federal and international requirements), as well as the cruises, make it impossible to meet the 120 unit requirement.

Marine Transportation (MT), has reduced its most unit intensive option effective for the entering class of 2004. This was accomplished by taking option courses, which exceeded the major course, and creating a 'minor' that students could pursue rather than a more unit intensive option in the major. In some cases, international requirements for coursework in areas such as shipboard and port facility security issues have been mandated for the program, and MT has looked for ways to reduce other courses to keep the total units the same. Additionally, MT is looking to create a non-Coast Guard License track as part of the program. This would lead to a significant reduction in units as at least one cruise and several ship handling and simulation courses would no longer be required for the degree. At this point, it is expected that 20% of the students will select this option.

Mechanical Engineering (ME) will be under ABET review in Fall 2007. The faculty are working to reduce units by combining the International Regulatory courses with a traditional engineering approach to ensure design fundamentals are covered as well as international seafarer standards.

The Marine Engineering Technology (MET) program is currently preparing a self-study in preparation for the ABET visit in the Fall 2006. As part of that self-study, the department is looking at ways to combine courses to reduce the total units.

A fourth program, Facilities Engineering Technology (FET), is similar to the Marine Engineering Technology (MET) program included above and includes similar coursework and industrial experience. Like the MET program, the FET program will be under ABET General Review next spring and will be looking for ways to reduce units, especially in the Industry Co-operative area.

Two of Cal Maritime's six majors (Business Administration and Global Studies & Maritime Affairs) have proposals, or are working on proposals, to the campus curriculum committee for a reduction of units to meet the 120 unit course load. This should be in place for the incoming class of 2006.

2. Selective Reduction of Campus Graduation Requirements.

There are no current plans for a "reduction of Campus Graduation Requirements" that would cover all programs. The Academic Dean is working with all programs on program unit reduction.

I.C.ii. Supporting Students in Choosing an Efficient Pathway to the Baccalaureate (items 3-6).

3. Emphasis on Graduation in Orientation Sessions for New Students, (First-time Freshmen; Transfers). (Appendix 3A & 3B)

During Orientation, students meet with the department faculty in each major. At that time, the curriculum sheets (roadmaps) are presented and discussed. Students know that if they complete the road map in the way it is presented, they will graduate in four years.

Due to its unique programs and licensing options, Cal Maritime has not accepted transfer students as have most CSU campuses. Students who transfer any coursework are presented with the same 4-year graduation roadmap. These students work with an assigned faculty advisor to navigate through the roadmap as efficiently as possible in an attempt to complete the program in fewer than four years. Due to small size of the facilities and faculty, we do not commit to offering each course every semester nor to multiple sections for students who are not following the four year roadmap.

4. Strengthened Support for both General Education and Life/Career Goal Clarification for Lower Division Students. (Appendix 4A, 4B & 4C)

Embedded in the four year curriculum sheet (roadmap) for all majors is recommended coursework for general education requirements and electives. (see section I.C.iii) As a "maritime" program, many of our GE electives have enough maritime focus to ensure a scientific, historical and literary appreciation for the maritime and its related industries. Courses taken at other colleges meeting GE requirements are accepted in lieu of our courses. But the extra attention to that detail helps to focus students on the industry in which they will primarily seek employment. For example, a Literature course taken at Cal Maritime will contain some works of literature dealing with the sea (not necessarily a Literature of the Sea course, but enough to give some examples of the life at sea). Physics assignments will include real-life technical problems similar to those a marine engineer may encounter while sailing on typical merchant marine vessels.

5. Prominent Association of Career Outcomes with Degree Majors in Catalogs, and Other Student Informational Materials & Resources. (Appendix 5A, 5B, 5C, 5D & 5E)

Cal Maritime's program options are professional in nature and career oriented. With virtually a 100% job placement record over the last half-dozen years, we are promoting that fact in most all student centered literature. As this is one of the strong selling points of our programs, we are dedicated to maintaining an active career center specializing in promoting the strong relationships between students, graduates and the industry that hires both graduates and student interns.

6. Choice of Degree Major Required at a Reasonable, Early Juncture. (Appendix 6A & 6B)

Cal Maritime freshmen are required to select a degree major before being admitted to the campus.

I.C.iii. Tools to Keep Students on Efficient Pathways to the Baccalaureate (items 7-13).

7. Wide Promulgation of Roadmaps to Degree in an Official, Centrally Archived, Graphically Authoritative Format. (Appendix 7A & 7B)

Each major program has a roadmap (called a Curriculum Sheet in our literature) indicating exactly which courses are required in that major for every semester (including summer cruises or co-op experiences) during a four year period. Successful completion of this established roadmap ensures that students may expect to graduate in four years. Roadmaps are found on the Cal Maritime website, and in the Catalog. We have been using roadmaps for most of our 75 year history. The roadmaps for all programs are maintained by the office of the Academic Dean, and when any curricular changes are made, students following the roadmap are not adversely affected by those changes.

8. Alignment of Class Schedules to Roadmaps. (Appendix 8A & 8B)

The Academic Dean is responsible for the development of the class schedules. The schedules are planned on a semester-by-semester basis around the concept of the four year roadmap. If a student is scheduled to take a course in a given semester, it is the responsibility of the Dean's office to ensure that there are enough sections for all students to take that particular course, and that those courses do not conflict with other required courses required to be taken by the student in that given semester.

9. Provision in Policy of Mandatory Individual Student Study Plans to the Degree.

Although not included in official policy at this time, it has been and will continue to be the practice of Cal Maritime to offer the roadmap and ensure course scheduling be developed with the roadmap in mind.

10. Use of Cumulated Individual Student Study Plans in Planning Class Schedules.

See answer to questions 7 and 8, as Cal Maritime uses "roadmaps" and "study plans" interchangeably.

11. Adoption of Strategies for Student Success and Learning Support: Tutoring; Technology-mediated Supplementary Learning; Similar Tactics. (Appendix 11A, 11B, 11C)

Cal Maritime has a tutoring program that focuses on the courses that are critical for students to stay on track. Examination of the records of students who failed to stay on track for graduation show that they had difficulty in College Algebra, Calculus, Physics and English Composition. This tutoring program places emphasis on the math, science and language skills areas.

12. Renewed Enforcement of Policies that Limit or Discourage Drops, Withdrawals, and Grades of Incomplete. (Appendix 12A & 12B, 12C, 12D, 12E, 12F & 12G)

Immediately following a CSU Chancellor's Office audit (2000), Cal Maritime Policies on "Drops, Withdrawals and Incomplete Grades" were re-written and strengthened to be fully compliant with CSU policies and procedures. These policies are fully in place and functional.

13. Adoption or Renewed Enforcement of Policy that Limits the Number of Course Repetitions. (Appendix 13A)

Cal Maritime policy states that a student must successfully complete a course by the third time it is taken. Failure to complete the course during the third attempt will lead to Academic Disqualification. At that point the student must complete the course at another college or university, or through Open U.

I.C.iv. Strong Advising Strategies and Practices (items 14-18).

14. Campus Provision of a Rich CMS Information and Communications Environment for Major Advising.

Cal Maritime fully utilizes PeopleSoft CMS for all student enrollment issues including grades, transcripts, course enrollments and course registration.

15. Strong, Timely Major Advisement, Including Mandatory Advisement upon Declaring or upon Changing a Major. (Appendix 15A & 15B)

Students in all academic majors are assigned an advisor upon initial registration. Students must see their assigned academic advisor before being allowed access to register for classes. Academic advisors are tenured or tenure track faculty in the major department. Students must obtain permission of the advisor to complete any of the following official academic transactions: class registration, overload, dropping a course, adding a course after the normal registration period, and changing majors. If a student elects to change major, an advisor is assigned in the new major.

16. Frequent Use of Degree Audits.

Students must see their academic advisor before every registration period. At that time, the advisor discusses with the student their academic progress to date as shown on the degree progress report as provided in the PeopleSoft CMS system.

17. Mandatory Degree Audits not later than at 70 Semester Units (or Quarter-unit Equiv.).

See answer to question 16 above. In addition, students must meet with the Records Officer to ensure requirements for graduation are met during the first semester of the year in which they anticipate graduation.

18. Mandatory and If Needed Intrusive Advisement as Student Approaches/Exceeds Minimum Units Required for the Degree.

See answers to questions 16 and 17 above.

I.C.v. Campus Monitoring and Feedback (items 19-20).

19. Development and Use of “Dashboard Indicators” for Campus-wide Monitoring of Graduation.

The Enrollment Management Committee, a campus wide committee made up of admissions, student records, institution resources, faculty and academic affairs, is currently developing key indicators for campus-wide use in monitoring graduation rates.

20. Review by CSU Academic Peers of How Efforts at Encouraging Graduation are Succeeding, by Degree Program.

Cal Maritime has established a program review procedure. As part of the procedure, a department will select an external review committee. This external review committee may be from an accreditation organization such as ABET, or one comprised of peers from other CSU campuses. One of the items reviewed during this process is the success of attempts to encourage graduation.

I.C.vi. Assuring the Priority of Facilitating Graduation (items 21-22).

21. Provide the Board of Trustees with periodic reports.

The Board of Trustees is provided a summary of all program reviews that occur for each degree program every 5 to 6 years. Part of this review examines graduation rates.

22. Provide appropriate funding, support.

Cal Maritime’s current success rates in “years to graduation” and “percentage of entering student’s graduating” demonstrate that adequate available resources are being utilized to support efforts designed to facilitate graduation. In addition, the Director of Enrollment Management has created a new Enrollment Management Team, which is developing plans to better utilize the information available from resources such as PeopleSoft to identify trends and modify practices involving the improvement of graduation rates and other accountability factors.

Appendix to California Maritime Academy's Response to Coded Memo AA 2005-21-Facilitating Graduation			
Item	Description	Title	Location
1A	Reduction of Required Units in Programs Leading to the Baccalaureate Degree		See Memo Response
2A	Selective Reduction of Campus Graduation Requirements		See Memo Response
3A	Emphasis on Graduation in Orientation Sessions for New Students (First-time Freshmen; Transfers)	2005-2007 California Maritime Academy Catalog	http://www.csum.edu/academics/2005-2007%20Catalog.pdf
3B		Orientation Information	http://www.csum.edu/studentdevelopment/orientation.asp
4A	Strengthened Support for both General Education and Life/Career Goal Clarification for Lower-Division Students	Cooperative Education-Program Description	http://www.csum.edu/CareerCenter/CoopEdProgram.asp
4B		Cooperative Education-Training Agreement Form	http://www.csum.edu/CareerCenter/CooperativeEducationTrainingAgreement.pdf
4C		Cooperative Education-Student Evaluation Form	http://www.csum.edu/CareerCenter/StudentEvaluationofCooperativeExperience.pdf
5A	Prominent Association of Career Outcomes with Degree Majors in Catalogs, and Other Student Informational Materials and Resources	Student Development Information	http://www.csum.edu/StudentDevelopment/
5B		Career Connection Website	http://csum.alumsys.com/index.php?cmd=career
5C		Cooperative Education-Program Description	http://www.csum.edu/CareerCenter/CoopEdProgram.asp

5D		Cooperative Education- Training Agreement Form	http://www.csum.edu/CareerCenter/CooperativeEducationTrainingAgreement.pdf
5E		Cooperative Education- Student Evaluation Form	http://www.csum.edu/CareerCenter/StudentEvaluationofCooperativeExperience.pdf
6A	Choice of Degree Major Required at a Reasonable, Early Juncture	2005-2007 California Maritime Academy Catalog	http://www.csum.edu/academics/2005-2007%20Catalog.pdf
6B		Student Information- Academic Advising	http://www.csum.edu/studentrecords/documents/schedules/spring2006%5Fclass%5Fsched/general%20academic%20policies.doc
7A	Wide Promulgation of Roadmaps to Degree in Official, Centrally-Archived, Graphically Authoritative Format	Curriculum Sheets- Roadmaps	http://www.csum.edu/studentrecords/curriculum_sheets.asp
7B		Exemplary Practices at CSUM	http://www.calstate.edu/AcadAff/CampusActions/maritime.pdf
8A	Alignment of Class Schedules to Roadmaps	Curriculum Sheets- Roadmaps	http://www.csum.edu/studentrecords/curriculum_sheets.asp
8B		Exemplary Practices at CSUM	http://www.calstate.edu/AcadAff/CampusActions/maritime.pdf
9A	Provision in Policy of Mandatory Individual Student Study Plans to the Degree		See Memo Response
10A	Use of Cumulated Individual Student Study Plans in Planning Class Schedules		See Memo Response
11A	Adoption of Strategies for Student Success and Learning Support: Tutoring; Technology-mediated Supplementary Learning; and Similar Tactics	Academic Technology Homepage	http://www.csum.edu/elearning/default.asp

11B		Career Connection	http://csum.alumsys.com/index.php?cmd=career
11C		CSUM Library Homepage	http://library.csum.edu
12A	Renewed Enforcement of Policies that Limit or Discourage Drops, Withdrawals, Grades of Incomplete	CSUM Withdrawal Form	http://www.csum.edu/studentrecords/documents/faculty/misc_forms/Withdrawal%20Unauthorized%20form-Fall.doc
12B		CSUM Course Drop Form	http://www.csum.edu/studentrecords/documents/students/misc_forms/Drop%20Form%20(after%204th%20week).doc
12C		CSUM Change of Major Form	http://www.csum.edu/studentrecords/documents/students/misc_forms/Change%20of%20Major.doc
12D		CSUM Change of Grade Form	http://www.csum.edu/studentrecords/documents/students/misc_forms/Form%20SP%20546-1.doc
12E		CSUM Course Overload Form	http://www.csum.edu/studentrecords/documents/students/misc_forms/Overload.doc
12F		CSUM Off-campus Enrollment Form	http://www.csum.edu/studentrecords/documents/students/misc_forms/Off-Campus%20Enrollment.doc
12G		CSUM Incomplete Grade Form	http://www.csum.edu/studentrecords/documents/faculty/misc_forms/Incomplete.doc
13A	Adoption or Renewed Enforcement of Policy that Limits the Number of Course Repeats	CSUM Incomplete Grade Form	http://www.csum.edu/studentrecords/documents/faculty/misc_forms/Incomplete.doc
14A	Campus Provision of a Rich CMS Information and Communications Environment for Major Advising		See Memo Response

15A	Strong, Timely Major Advisement, Including Mandatory Advisement upon Declaring or upon Changing a Major	2005-2007 California Maritime Academy Catalog	http://www.csum.edu/academics/2005-2007%20Catalog.pdf
15B		Student Information-Academic Advising	http://www.csum.edu/studentrecords/documents/schedules/spring2006%5Fclass%5Fsched/general%20academic%20policies.doc
16A	Frequent Use of Degree Audits		See Memo Response
17A	Mandatory Degree Audits not later than at 70 Semester Units (or Quarter-unit Equivalent)		See Memo Response
18A	Mandatory and If Needed Intrusive Advisement as Student Approaces / Exceeds Minimum Units Required for the Degree		See Memo Response
19A	Development and Use of "Dashboard Indicators" for Campus-Wide Monitoring of Graduation		See Memo Response
20A	Review by CSU Academic Peers of How Efforts at Encouraging Graduation are Succeeding, by Degree Program		See Memo Response
21A	Provide the Board of Trustees with periodic reports		See Memo Response
22A	Provide Appropriate Funding		See Memo Response