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September 3, 2013   **Code: AA-2013-11**

TO: Enrollment Planning and Reporting Officers
                  Institutional Research Officers

FROM: Marsha Hirano-Nakanishi
                  Assistant Vice Chancellor, Academic Affairs

SUBJECT: **New Mandatory Student Success Data Submissions**

In AA-2013-10, campuses were notified that new data file submissions will be required, beginning in fall 2013, that link individual students to the course sections in which they are enrolled at census and their grades in these classes at the end of term, as well as additional information about selected courses and student participation in initiatives funded under the Bottleneck, Student and Academic Success Initiative, as explained in Attachment A of Chancellor White's, April 9, 2013, memorandum to CSU Presidents on Reducing Bottlenecks and Improving Student Success.

Presidents were asked earlier this year to designate Enrollment Planning & Reporting officers who have the authority to coordinate campus teams to provide more and better quality data in a timely fashion. We thank you in advance for the leadership that you are providing and will be providing in the coming year. Institutional Research Officers are listed under you, because funds will be allocated to their office for a two-fold purpose: (1) submission of timely and accurate census and end-of-term commonly-defined systemwide data files to their counterparts at the system office (Analytic Studies) and (2) collection and support of campus tracking, evaluation, and assessment of Early Start participants, first-time freshman progress, SB 1440 transfers, and funded Bottleneck/Success initiatives. We assume that institutional research support in for the campus' Graduation Initiative, other campus initiatives, Early Start, and SB1440 has been taking place, thus, making the work of submissions largely one of translation from campus codes to common system codes. That said, it probably will take the assistance of the Registrar, the APDB coordinator, and Information Technology officers, as well as those who oversee Early Start, remediation and General Education, and the campus' recently funded Bottleneck and Improving Student Success initiatives, to ensure that the campus and system have the data, indicators, and analyses to show that we are tracking and improving student success and their progress to degree.

The details about the new mandatory Student Success data submissions for this coded memorandum are posted at:
https://www.calstate.edu/AcadAff/codedmemos/index.shtml

DISTRIBUTION LIST:

Presidents	Registrars
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Enrollment Management Officers	Proven Course Redesign Funded Faculty Leaders
AVPs, Academic Programs	Promising Course Redesign Funded Faculty Leaders
Deans, Admissions & Records	Online ICE Funded Project Faculty Leaders
Deans, Extended Education	
Chief Budget Officers	
Chief Information Officers	

After reviewing materials at the AA-2013-11 URL, questions and concerns may arise:

- Enrollment planning & reporting officers should contact Marsha Hirano-Nakanishi, mhirano-nakanishi@calstate.edu ;

- Institutional research officers should contact Monica Malholtra, mmalhotra@calstate.edu ;

- Registrars should contact Nathan Evans, nevans@calstate.edu ;

- APDB coordinators should contact Nicole Louie, nlouie@calstate.edu ;

- Early Start and SB 1440 coordinators should contact Eric Forbes, eforbes@calstate.edu ;

- Graduation Initiative coordinators should contact Jeff Gold, jgold@calstate.edu ;

- Coordinators funded for Academic and Student Success programs should contact Ken O'Donnell, kodonnell@calstate.edu ;

- Proven and Promising Course Redesign faculty should contact Gerald Hanley, ghanley@calstate.edu;

- Online ICE faculty should contact their campus APDB coordinator, as well as Nicole Louie, nlouie@calstate.edu; and

- Campus-wide coordinators funded for Proven Course Redesign, Promising Course Redesign, and Online ICE programs should contact Kara Perkins, kperkins@calstate.edu .

If any of the projects are designed to address lack of lecture and laboratory space, Vi San Juan, esanjuan@calstate.edu , can provide copies of campus facilities utilization reports.

Thank you in advance once again.