



California State University, Los Angeles

December 2, 2005

Action Plan for Implementing the CSU Board of Trustees 22 Items to Help Enrolled Students Progress Toward the Degree

1. Reduction of required units in Programs leading to the baccalaureate.

In Winter Quarter 2001 all departments/divisions/schools were asked to review their undergraduate major programs with the goal of reducing units required for graduation, without compromising quality, to or as close to, 180 units as possible. As a result of that effort, 35 degree programs reduced the number of units to 180; 7 programs reduced the number of units required, but remained above 180; and 15 programs provided justification for remaining at the number of units they currently have, i.e., for not being able to reduce the number of units required for their major by any number.

To assure ongoing review of “high unit” majors, the Educational Policy Committee approved changes in the *Program Review Handbook* that called for such programs to provide a justification as to why it was necessary for them to remain at the number of units they currently require. Since the initial review, while no major programs have reduced the number of units required for graduation, neither have any of the three new bachelor’s programs been approved since 2001 had more than 180 units.

***Action:**

The Executive Committee of the Senate will again ask EPC to review major programs that require more than 180 units to graduate with the goal of reducing units required for graduation, without compromising quality, to or as close to, 180 units as possible.

- **Charge made to EPC:** Winter Quarter 06
- **Review Completed:** Spring Quarter 06

The Executive Committee of the Senate will ask EPC to review major programs that require 180 units to graduate, but have less than 15 units of free electives with the goal of increasing the number of free electives, without compromising quality, to at least 15 units.

- **Charge made to EPC:** Winter Quarter 06
- **Review Completed:** Spring Quarter 06

The Provost will instruct College Deans to: 1. Work with faculty in major programs that are above 180 units to reduce that number to, or as close to, 180 as possible, and 2. work with faculty in major programs that consist of 180 units but have less than 15 units of free electives, with the goal of increasing the number of free electives, without compromising quality, to at least 15 units.

- **Charge made to College Deans:** Winter Quarter 06
- **Report on Status of Charge from College Deans:** End of Summer Quarter 06

*For the Action Plan Template for items 1 and 2 see attachments 1 and 2.

2. Begin or renew a campus examination of graduation requirements, including units in G.E.; consider credit by assessment, more frequent double-counting. The Chancellor will approve reasonable campus-recommended variations on Title 5 graduation requirements that facilitate student progress to the bachelor's while maintaining high academic standards.

Action:

The GE program is currently under review. Recommendations being made include: Reconsideration of the policy on double counting and a careful examination of the requirements in each of the blocks to determine if they are fulfilling their intended purpose and providing meaningful contributions to student learning, and if not, to redesign or eliminate them.

Raise the significance of these recommendations to the GE external reviewers and *ad hoc* review committee relative to the BOT direction to consider creating opportunities for double counting and reducing the number of units required for GE.

- **GE Program Review Report Completed:** Spring Quarter 06
- **Plan for Implementing Recommendations Submitted for Approval:** Winter Quarter 07
- **Recommendations implemented as appropriate:** Beginning Spring Quarter 07

3. Review extent to which orientation programs encourage and stress time to degree and “efficient” progress toward the degree.

Action:

Working collaboratively, the Dean of Undergraduate Studies, associate deans of the respective colleges, and Director of Orientation will review and as appropriate develop guidelines to ensure that time to degree and “efficient” progress toward the degree are messages that are systematically presented and stressed by all involved parties (speakers, orientation leaders, advisors) during orientation and in the Introduction to Higher Education course and the Transition to Cal State L.A. for the Transfer Student course.

- **Ad hoc Committee Convened:** Winter Quarter 06
- **Report from *ad hoc* Committee Due:** End of Winter Quarter 06
- **Recommendations Implemented:** End of Spring Quarter 06

4. Review and where appropriate improve support offered to students who seek help in clarifying G.E., career and life goals.

Action:

The Campus Team to Facilitate Transfer and Graduation will review areas where students are/can be presented information on GE and career/life goals and make recommendations for improving same. Specific areas that will be reviewed will include orientation, the IHE courses, Summer Bridge and the college-based advisement centers.

- **Campus Team charged with identifying areas where students are/can be presented information on GE and career/life goals:**
Winter Quarter 06
- **Report and Recommendations Due:** Spring Quarter 06
- **Recommendations Implemented as Appropriate:**
Summer/Fall Quarter 06

5. Review extent to which career information is prominent, easily accessible, career centers are utilized by disciplines, career days are conducted by disciplines and appropriately related info is in catalogs program sheets, etc.

Action:

The Director of the Career Development Center, working with others as appropriate, will review and make recommendations on the extent to which career information is prominent and easily accessible, the Career Development Center is utilized by disciplines, and career days are conducted by disciplines.

- **Director of the Career Development Center is charged with identifying the extent to which career information is prominent, easily accessible, the Career Center is utilized by disciplines, and career days are conducted by disciplines:** Fall Quarter 05
- **Report and recommendations Due:** Spring Quarter 06
- **Recommendations implemented as appropriate:** Summer/Fall Quarter 06

An *ad hoc* committee appointed by the Provost in consultation with the Executive Committee of the Senate will be appointed to review the *University Catalog* with the goal of making it more relevant, user friendly and ensuring that appropriate information relative to the relationship of major/disciplines to careers is included.

- **Ad hoc Committee Appointed:** Winter Quarter 06
- **Report and Recommendations Due:** Summer Quarter 06
- **Recommendations Implemented as Appropriate and Reflected in the University Catalog:** Summer Quarter 07

6. Require students to make a choice of a major at an early juncture in their college career.

Current policy requires students to declare a major by the time they reach 45 quarter units or four quarters in residence, whichever comes first.

Action:

- **Enforce Existing Policy:** Effective Immediately

7. Provide wide promulgation of Roadmaps to Degree in an official, centrally-archived, graphically authoritative format.

Action:

The Provost will provide support to have all *Roadmaps to Degree* posted on college web pages utilizing the model being developed by the College of Natural and Social Sciences.

- **Grad and student assistants hired and trained:** Winter Quarter 06
- **Refining and formatting Roadmaps developed by programs begins:** Winter Quarter 06
- **Roadmaps uploaded and linked to college and department websites:** Spring Quarter 06

8. Align class schedules to Roadmaps.

Action:

Roadmaps to Degree will be reviewed and updated quarterly by the Dean of Undergraduate Studies in collaboration with the associate deans of the respective colleges during the regular associate deans' meetings.

- **Dean of Undergraduate Studies and associate deans meet twice quarterly:**
Review to begin AY 06-07

9. Provision in policy of a mandatory individual student degree plan.

Action:

As per the recommendation of the *ad hoc* Advisement Task Force, the Executive Committee of the Senate will request that EPC or appropriate subcommittees consider modifying existing policy on advisement to include the requirement that students have an individual degree plan on file by the time they complete 45 quarter units in residence or four quarters, whichever comes first.

- **Charge made to EPC:** Fall Quarter 05
- **Revised policy approved:** Spring Quarter 06
- **Revised policy implemented:** Fall Quarter 06

10. Use cumulated individual student degree plans in planning class schedules.

Action:

Entering freshmen and transfer students will be required to have individual degree plans on file in GET/SA by the time they complete 45 quarter units or four quarters in residence beginning Fall 06. It will not be until a critical mass of students has degree plans on file and CMS is sufficiently developed that it will be possible to use student degree plans to effectively plan class schedules.

- **Planning of class schedules using student degree plans and CMS:** To be determined based on implementation of CMS.

11. Review the frequency and extent of use of such programs as learning centers, writing centers, tutorial centers, etc., and, where suitable to put further support in place.

Action:

The Office of Institutional Research (IR) will conduct a study to review the frequency and extent of use of such programs as the advisement centers (University and college-based), University Writing Center, and University Tutorial Center. The report will be used by the Provost for improving their efficiency, effectiveness, integration, collaboration, use and level of student satisfaction.

- **Institutional Research (IR) charged by Provost to conduct a study to review the frequency and extent of use of the advisement centers (University and college-based), University Writing Center, and University Tutorial Center to assess their efficiency, effectiveness, integration, collaboration, use and level of student satisfaction:** Fall Quarter 05
- **Report due:** Spring Quarter 06
- ***Ad hoc* committee appointed by the Provost and Executive Committee of the Senate to make recommendations based on report from IR:** Spring Quarter 06
- **Recommendations from *ad hoc* committee due:** Winter Quarter 07
- **Recommendations implemented as appropriate:** Spring Quarter 07

12. Renew enforcement of policies that limit or discourage drops, withdrawals, grades of incomplete, etc.

Action:

An *ad hoc* committee of the Campus Team to Facilitate Transfer and Graduation will be constituted to review existing policies that may contribute to extending or delaying degree completion.

- ***Ad hoc* committee of Campus Team begins review of existing policies that may contribute to extending or delaying degree completion:** Winter Quarter 06
- **Report and recommendations due:** Spring Quarter 06
- **Recommendations implemented as appropriate:** Summer/Fall Quarter 06

The Dean of Undergraduate Studies in collaboration with the associate deans of the colleges and the Registrar will more vigorously enforce existing policies that limit or discourage drops, withdrawals, and grades of incomplete.

- **More vigorous enforcement of existing policy that limits or discourage drops, withdrawals, and grades of incompletes:** Effective Immediately

13. Adopt or renew enforcement of policy that limits the number of course repetitions.

Action:

CSULA's existing policy seems reasonable and consistent with the goal of facilitating graduation. However, the Executive Committee of the Senate will request that EPC or appropriate subcommittees consider revising the course repeat policy for any necessary changes that may facilitate graduation.

- **Charge made to EPC:** Summer Quarter 05
- **If necessary, revised policy approved:** Spring Quarter 06
- **If necessary, revised policy implemented:** Summer Quarter 06

14. Maintain as a high priority the development and provision of technology as an advising resource for both students and faculty.

Action:

Training of faculty is currently underway, utilizing a train-the-trainer model, in the use of the Student Advisement Module (GET/SA) of Golden Eagle Territory. This use of technology will be an invaluable resource for both students and faculty.

- **Training in use of GET/SA for the College of Engineering, Computer Science, and Technology:** Summer Quarter 05
- **Training in use of GET/SA for the College of Business and Economics:** Fall Quarter 05
- **Training in use of GET/SA for the College of Natural and Social Sciences:** Winter Quarter 06
- **Training in use of GET/SA for the College of Health and Human Services:** Spring Quarter 06
- **Training in use of GET/SA for the College of Arts and Letters:** Spring Quarter 06
- **Training in GET/SA for the Charter College of Education:** Spring Quarter 06

As per the recommendation of the *ad hoc* Task Force on Academic Advisement, the Executive Committee of the Senate will select the appropriate committee(s) to review the current availability of technology for advising and make recommendations for additional advising tools and/or improvements in existing ones on an ongoing basis.

- **Charge to appropriate committee(s):** Winter Quarter 06
- **Initial report and recommendations due:** Spring Quarter 06
- **Implementation of recommendations as appropriate:** Fall Quarter 06 and thereafter as appropriate.

15. Review policies that require students to seek advising, timely major advising, greater frequency of advising, mandatory advising at the point of declaring and/or changing a major, “... and to recognize appropriately workload burdens associated with advisement.”

Action:

The Executive Committee of the Senate will request that EPC and/or the appropriate subcommittees:

Review the current policy on advising and recommend modifications as appropriate relative to the points identified above in this item, and consider the recommendation of the *ad hoc* Advisement Task Force to make new student orientation mandatory.

- **Charge made to EPC:** Fall Quarter 05
- **If necessary, revised policy approved:** Spring Quarter 06
- **If necessary, revised policy implemented:** As determined by President with appropriate consultation

The Executive Committee of the Senate will request that FPC and/or appropriate subcommittees consider the recommendation of the *ad hoc* Advisement Task Force to propose a revision of existing policy for raising the importance of academic advising in category A of the RTP process.

- **Charge made to FPC:** Fall Quarter 05
- **If necessary, revised policy approved:** Spring Quarter 06
- **If necessary, revised policy implemented:** As determined by President with appropriate consultation

The Executive Committee of the Senate will request that EPC and FPC and/or appropriate subcommittees consider the recommendation of the *ad hoc* Advisement Task Force and propose policy establishing “Outstanding Advisor” awards that would be presented annually at the Fall Faculty Day.

- **Charge made to EPC and FPC:** Fall Quarter 05
- **If necessary, policy approved:** Spring Quarter 06
- **If necessary, policy implemented:** Fall Quarter 06 or 07, as determined by President with appropriate consultation.

Resources have been provided to the colleges to bolster and expand the role of the college-based advisement centers and as appropriate, for principal advisors in the department, divisions and schools. The advisement centers have primary responsibility for ensuring that all first time students are advised in their first year and that all new students, in consultation with an advisor, file an electronic degree plan on GET/SA.

- **Resource allocation to colleges to support/enhance college-based advisement centers:** AY 05-06

16. Make frequent use of degree audits.

Action:

With students' degree plans on "file" in GET/SA, students and faculty will be able to easily and conveniently audit progress toward degree completion as frequently as desired/necessary.

- **Train faculty in use of GET/SA using a train-the-trainer model:** Begun Summer Quarter 05 to be completed Spring Quarter 06.

17. If not already in place, campuses are directed to consider a policy that requires a degree audit at the junior level.

Action:

The Executive Committee of the Senate will request that EPC and/or appropriate subcommittees review and make recommendations to modify existing policy on advisement, as needed, to require that students who enter as first time freshmen or lower division transfers have a degree audit at the junior level. Also EPC and/or appropriate subcommittees consider whether the initial evaluation of the work of upper division transfer students is sufficient to meet the intent of this item, in that "major" course work is not evaluated upon admission.

- **Charge to EPC:** Fall Quarter 05
- **If necessary, revised policy approved:** Spring Quarter 06
- **If necessary, revised policy implemented:** As determined by President with appropriate consultation

18. Mandatory advisement as a student approaches/exceeds the minimum units required for graduation.

Action:

The Executive Committee of the Senate will request that EPC and/or appropriate subcommittees review and modify existing policy on advisement, as needed, to require that students who approach and/or exceed some pre-determined number of units relative to the minimum required for graduation receive mandatory advisement.

- **Charge made to EPC:** Winter Quarter 06
- **If necessary, revised policy approved:** Spring Quarter 06
- **If necessary, revised policy implemented:** As determined by President after appropriate consultation

19. Develop, disseminate and use "dashboard indicators" i.e., statistics that rather quickly convey a sense of how the campus is doing with regard to factors that bear on progress toward the degree, student success, excess units such as attendance at advisement sessions, stop out rates, number of students with an excess of 180 units by college, etc.

Action:

Institutional Research, based on a review of literature and factors/data unique to Cal State L.A., will provide a report and recommendations for possible "dashboard indicators" that could be used by the campus to fulfill the intent of this item. Using the report and recommendations from IR, EPC and/or appropriate subcommittees will recommend to the Provost appropriate dashboard indicators.

- **Charge to Institutional Research:** Winter Quarter 06
- **Report and recommendations due from IR:** Summer Quarter 06
- **Charge to EPC:** Fall Quarter 06
- **Recommendations due from EPC:** Winter Quarter 07
- **Provosts implements recommendations as appropriate:** Summer Quarter 07

20. This item requests campuses to embrace and facilitate visits by academic peers to assess progress toward facilitating graduation.

Action:

The Executive Committee of the Academic Senate and the Provost jointly will prepare a recommendation to the President expressing support for this initiative and indicate whether the campus would prefer to be visited in 05-06 or 06-07 by a campus team recruited and trained by the CSU. The Executive Committee of the Academic Senate prefers that faculty involved in facilitating graduation initiatives, (e.g., Director of the Academic Advisement Center) be the faculty that participates in the campus visit.

- **Provost and Executive Committee of the Senate meet and confer regarding optimal date to be visited by team of campus peers to assess progress toward facilitating graduation:** Winter Quarter 06
- **Joint recommendation to the President:** Winter Quarter 06
- **Statement of support and date of desired visit from President for visit from campus peers:** Winter 06

21. Provide Trustees with periodic reports.

Action:

The campus will provide reports as required in a timely manner.

- **Progress and other reports regarding progress in facilitating graduation:** As required

22. Provide appropriate funding support.

Action:

The President and Provost have made a commitment of resources for 05-06 to support activities related to advisement.

- **Resource allocation to colleges to support/enhance college-based advisement centers:** AY 05-06

UNDERGRADUATE DEGREE PROGRAMS
REQUIRING MORE THAN 180 QUARTER UNITS

ATTACHMENT 1

Major	Units for Major	Units in GE/Univ Req	Double Counting	Free Electives	Total Units	Program Accredited	Date of Recent PR	Outcome	Next PR	Candidate for special program review
Biochemistry	119-121	78	8	0	189-191	yes	1999	mod in progress	2005	no
Biology	120	78	12	0	186	No	2003	No	2008	no
CHDV, Option III	198	78	78	0	198	yes	2002	No	2008	no
Chemistry	119-121	78	8	0	189-191	yes	1999	mod in progress	2005	no
Civil Engr	145	54	4	0	195	yes	2001	no	2007	no
Computer Science	120	78	8	0	190	no	2000	no	2005	no
Elect Engr	150	48	0	0	198	yes	2001	no	2006	no
Geological Science	118	78	10	0	186	no	2004	no	2010	no
Information System	108	78	0	0	186	no	2004	no	2010	no
Kinesiology Options 2 & 4	123	78	20	0	181	no	2004	no	2010	no
Liberal Studies Option III	198	78	78	0	198	yes	2000	no	2005	no
Mech Engr	146	48	0	0	194	yes	2001	no	2007	no
Mexican American Studies Option III	198	78	78	0	198	yes	1999	no	2005	no
Microbiology	120	78	12	0	186	no	2003	no	2008	no
Music BA	95-101	78	0	13	186	yes	2002	no	2008	no
Music BM	106-108	78	0	5-7	189	yes	2002	no	2008	no
Natural Science	199	78	78	0	199	yes	2001	no	2007	no
Nursing	105-114	78	36	4-5	189-198	yes	2000	no	2007	no
Nutritional Science	135	78	24	0	189	yes	2005	no	2011	no
Physics	115	78	6	0	187	yes	2001	no	2007	no
Production	107-109	78	6	13-15	192	no	2000	no	2006	no
Urban Learning	198	78	78	0	198	yes	2004	no	2010	no

**UNDERGRADUATE DEGREE PROGRAMS
AT 180 QUARTER UNITS BUT WHICH INCLUDE
FEWER THAN 15 QUARTER UNITS OF FREE ELECTIVES**

ATTACHMENT 2

A. Number of Undergraduate Degree Programs Requiring More than 180 quarter units, but which include fewer than 15 quarter units of free electives:

15

B. Campus plan whereby faculty will be asked to undertake review with goal of increasing free elective units.

The Executive Committee of the Senate will ask EPC to review major programs that require 180 units to graduate, but have less than 15 units of free electives with the goal of increasing the number of free electives, without compromising quality, to at least 15 units.

- **Charge made to EPC:** Winter Quarter 06
- **Review Completed:** Spring Quarter 06

The Provost will instruct College Deans to: 1. Work with faculty in major programs that are above 180 units to reduce that number to, or as close to, 180 as possible, and 2. work with faculty in major programs that consist of 180 units but have less than 15 units of free electives, with the goal of increasing the number of free electives, without compromising quality, to at least 15 units.

- **Charge made to College Deans:** Winter Quarter 06
- **Report on Status of Charge from College Deans:** End of Summer Quarter 06