

<b>California State University, San Bernardino</b>			
Response to Coded Memorandum AA-2005-21 "Facilitating Graduation"			
<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status</b>
1	Reduction of Required Units in Programs Leading to the Baccalaureate Degree	College Deans	See Tab below labeled "Item 1" for details requested in the Coded Memorandum.
2	Selective Reduction of Campus Graduation Requirements	Academic Affairs, Faculty Senate	See Tab below Labeled "Item 2" for details requested in Coded Memorandum.
3	Emphasis on Graduation in Orientation Sessions for New Students (First-time Freshmen; Transfers)	Dean of Undergraduate Studies, Student Affairs	<p><b>Completed</b></p> <p>The President will include an emphasis on graduation in his orientation comments to students and parents. A joint memorandum from the Provost and VP Student Affairs affirming this directive for all units will be issued to cover all Orientation programs starting in Spring 2006. The Undergraduate Dean has directed his staff to include this emphasis in all orientation programs starting in Spring 2006. We are reviewing ways to increase the number of first-time students exposed to an orientation program. A First Year Experience Program entitled Gateway is under development on campus. A pilot program is planned for introduction in Fall 2006. With an emphasis on graduation, it is intended to increase retention rates and facilitate graduation.</p>

4	Strengthened Support for both General Education and Life/Career Goal Clarification for Lower-Division Students	Academic Affairs, Advising Center, Career Center	The departments have been asked to review, and revise where needed, the one-page "fact sheets" which briefly describe each major. This work will be completed by March 15, 2006. Common elements on each of these sheets include career options, career fields, and typical employers. A central web page with these "fact sheets" is under development and will be accessible with all "fact sheets" on April 4th, 2006, the first day of the spring term.
5	Prominent Association of Career Outcomes with Degree Majors in Catalogs, and Other Student Informational Materials and Resources	Academic Affairs, Student Affairs	Departments have been asked to review and update their web sites in conjunction with catalog revisions for 2006/2007. Implementation of these changes will follow a comprehensive review of all campus web pages and the overall design of CSUSB web pages being undertaken in the next twelve months.
6	Choice of Degree Major Required at a Reasonable, Early Juncture	Academic Affairs; Records, Registration, and Evaluation	<b>Completed</b> This requirement has been set at 90 quarter units. It will be revised to conform to system-wide policy when such a policy is promulgated.
7	Wide Promulgation of Roadmaps to Degree in Official, Centrally-Archived, Graphically Authoritative Format	College Deans	Deans or designees will review all departmental web sites and provide the Associate Provost with URLs for all roadmaps. This review will be completed during winter quarter 2006. A centrally located website for roadmaps is under development. It is in addition to the current location of roadmaps on individual departmental web pages.

8	Alignment of Class Schedules to Roadmaps	College Deans	<p>Until such time as CMS can provide alignment tools, College Deans have been asked to make sure that class schedule development takes the roadmaps into consideration. Department Chairs and those responsible for departmental schedule building have been directed to use the roadmaps in conjunction with schedule building starting with the schedules they will create for Summer 2007 and Fall 2007. The tentative date for starting the build in the student module is October 2006. That date corresponds to the first time we will use the student module to build a class schedule.</p>
9	Provision in Policy of Mandatory Individual Student Study Plans to the Degree	Academic Affairs, IRT, CMS	<p>Campuses that have implemented the CMS student module report that it does not currently support the creation of "individual student study plans." There is on-going discussion in the CMS implementation team on the feasibility of developing such study plans in Version 8.9. CSUSB's implementation will be linked to the CMS schedule. CSUSB has, however, taken some steps to implement mandatory individual student study plans for a targeted subset of students, i.e. those who do not make satisfactory academic progress as defined by the Financial Aid office and who require an appeal to continue receiving financial aid. The process is labor intensive because it is not automated and will continue to be reserved for that group of students until such time as CMS can provide this functionality.</p>
10	Use of Cumulated Individual Student Study Plans in Planning Class Schedules	Academic Affairs, IRT, CMS	<p>CSUSB will implement this item when we have instituted the student CMS module and the capacity for such programming has been demonstrated.</p>

11	Adoption of Strategies for Student Success and Learning Support: Tutoring; Technology-mediated Supplementary Learning; and Similar Tactics	Provost, Dean of Undergraduate Studies, ODL	The Dean of Undergraduate Studies and the Director of Institutional Research have collaborated to identify courses "in which students frequently perform at low levels," and they, along with the College Deans, are considering ways to provide tutoring and, where available, technology-mediated supplementary learning. We will identify and adopt technology and other approaches that we believe have a significant chance of improving student performance.
12	Renewed Enforcement of Policies that Limit or Discourage Drops, Withdrawals, Grades of Incomplete	Academic Affairs, Faculty Senate	<p><b>Completed</b></p> <p>These policies were given a full review and were substantially revised. Implementation began Fall 2005. Because late adds contributed to poor student performance, we reduced the add period. To discourage drops, we increased the number of signatures required to drop after the first week of the term in the hopes that the student would get better advising and make more careful course selection initially. The policy on Incompletes was not changed although there was a significant discussion of it in the Academic Affairs Division.</p>
13	Adoption or Renewed Enforcement of Policy that Limits the Number of Course Repeats	Academic Affairs, Faculty Senate, State-wide Academic Senate, Office of the Chancellor	The existing policy has been reviewed by the Academic Affairs Council, and the Dean of Undergraduate Studies has drafted revisions to that policy. The proposed change would restrict course repeats to replace a grade to those courses in which a student earned a grade below "C." Current policy allows students to repeat a course to replace a grade even if the first grade was an "A-." Debate and final recommendations on this revision will be completed by February 1, 2006.

14	Campus Provision of a Rich CMS Information and Communications Environment for Major Advising	IRT, CMS, Academic Affairs, Student Affairs	CSUSB is currently in the implementation phase of the student module of CMS. The VP for IRT will investigate how this is being done on campuses that have already implemented CMS student module. CSUSB's implementation will be linked to the CMS schedule. In the meantime, degree audits are available at any time on the web for both students and advisors.
15	Strong, Timely Major Advisement, Including Mandatory Advisement upon Declaring or upon Changing a Major	College Deans	<b>Completed</b> Mandatory advising is required at entry and at the 90 unit point for all students. Additionally, all departments have, at a minimum, annual mandatory advising.
16	Frequent Use of Degree Audits	Academic Affairs, Student Affairs	<b>Completed</b> Program Advising Worksheets (PAWS) reports are available on-demand for students and faculty advisors. PAWS allows generation of "what if" reports for those students considering changing their major. This resource will be revisited upon implementation of CMS student module.
17	Mandatory Degree Audits not later than at 70 Semester Units (or Quarter-unit Equivalent)	Academic Affairs, Records, Registration, Evaluation	<b>Completed</b> A campus wide 90 unit degree audit was instituted during Fall 2005. This is in addition to degree audits at different stages in individual departments. Programs instituted audits at relevant points for students in their majors.
18	Mandatory and If Needed Intrusive Advisement as Student Approaches / Exceeds Minimum Units Required for the Degree	Academic Affairs, Records, Registration, Evaluation	A new policy has been drafted requiring students to enroll in any available courses needed for the degree once the student has earned 100% of the total units needed for graduation in his or her major. Debate and final recommendations on this new policy will be completed by February 1, 2006.

19	Development and Use of "Dashboard Indicators" for Campus-Wide Monitoring of Graduation	President, Admin. Council	Provost will appoint a committee to suggest appropriate indicators which will then be widely promulgated. Upon adoption, these indicators will be made available on the campus web site. This will be completed by June 1, 2006. The campus looks forward to the models promised in the coded memorandum as well.
20	Review by CSU Academic Peers of How Efforts at Encouraging Graduation are Succeeding, by Degree Program	Chancellor's Office, State-wide Academic Senate, President, Provost	Timelines to be provided by Chancellor's Office
21	Provide the Board of Trustees with periodic reports	Presidents, Chancellor's Office	As required.
22	Provide appropriate funding, support	President	As necessary and appropriate.
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