



GARY W. REICHARD


Executive Vice Chancellor and Chief Academic Officer
401 Golden Shore, 6th Floor
Long Beach, CA 90802-4210
Telephone: (562) 951-4710
Fax: (562) 951-4986
E-mail: greichard@calstate.edu

**Code: AA –2006-23
Campus Actions to Facilitate Graduation**

DATE: May 25, 2006

TO: Presidents

FROM: Gary W. Reichard 
Executive Vice Chancellor & Chief Academic Officer
and

Marshelle Thobaben, Chair, Academic Senate, CSU 

RE: **CAMPUS ACTIONS TO FACILITATE GRADUATION:**

Campus Practices for Student Success Conference

This memorandum announces an important Campus Practices for Student Success conference focused on Campus Actions to Facilitate Graduation (the “22 points”) on **October 19-20, 2006** at the Radisson Hotel at Los Angeles airport, and includes a cordial invitation to

- propose presentations for the conference, and to
- send a campus delegation that in your option, you may choose to lead.

Here are details.

Background.

Campus leaders understand well the Trustee initiative to facilitate graduation, and the high priority that the Board has placed on the set of activities represented in twenty-two enumerated practices that Chancellor Reed asked be put in place. See

<http://www.calstate.edu/acadaff/codedmemos/AA-2005-21.pdf>

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

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Responding to the Chancellor's August request, campuses forwarded plans to the Chancellor's Office in December 2005, and in Spring 2006 a series of visits by CSU peers to campuses began. These have provided fresh review and veteran insight for campus efforts, in support of campus initiatives.

We wish further to encourage effective campus practices with a conference designed to show off particularly promising and / or successful efforts.

Conference Days, Hours.

The conference will begin with a dinner and keynote address on Thursday, October 19th. The conference will adjourn at 3 p.m. on Friday, October 20th.

Delegations from Campuses.

- A. Most campuses will already have between two and five persons – many campuses will have four –in the Los Angeles area on October 19th.** These include
- 1 or 2, in a few cases 3, statewide Senators who represent particular CSU campuses, whose interim committee meetings will take place on October 19th.
 - Campus senate chairs, who will be meeting with the statewide Senate's Executive Committee on October 19th.
 - Campus provosts / vice presidents for academic affairs, who will be attending the October 18-19 Academic Council meeting.

Campuses may choose to ask local senate chairs and provosts to stay for the Thursday evening / Friday Campus Practices conference. They are welcome, and their attendance is encouraged.

- B. In addition, campuses are invited to send up to six persons to the meeting, three of whose travel costs will be supported by the Chancellor's Office.** Some presidents may find it possible to attend, and some may choose to request another senior administrator to join the delegation. Faculty and other professionals from the campus could be appropriate campus representatives, especially if they will participate in making a presentation (see below). Student leaders are welcome.

Many campuses, then, will have as many as ten persons in their delegations, counting (A) both those already in the Los Angeles area, and (B) the group of up to six additional persons who will attend.

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Posters, Demonstrations, Presentations.

You are invited to propose for presentation up to four campus practices, initiatives, or innovations that you judge to be strong or “best” practices for facilitating the progress of undergraduate students to graduation, and to submit proposals for presentations that describe these practices. Please follow the guidelines found in the box below. We shall seek a broad representation of campuses, and a good variety of practices that facilitate student success in achieving the baccalaureate.

Campus proposals will be reviewed by a committee composed of statewide senators and professionals within Academic Affairs at the Chancellor’s Office. The committee’s review of proposals will begin on or near September 5, 2006. We anticipate accepting most proposals for the conference. Note that many acceptances will be in the form of an invitation to prepare a poster.

More generally, proposals will be accepted in the following categories:

- A poster, meant to be self-contained, which will be prominently displayed at the conference;
- A presentation, which is likely to be provided with a limited number of minutes, as part of a group or “panel” of presentations on similar topics;
- A demonstration, which may be given a significant number of minutes in which to describe and show in detail the practice or initiative of interest, and which may be featured either by itself or with only one similar or complementary demonstration.

Based on campus visits or other information known to us, we may invite selected practices or initiatives to be brought to the conference.

In your proposals, please provide the information requested below. E-mail nominations are preferred, and may be forwarded to Dr. Keith Boyum, Associate Vice Chancellor, Academic Affairs <mailto:kboyum@calstate.edu>

In Your Proposal, Please Include These Elements

1. Name of Campus
2. Contact person: name; e-mail address; telephone.
3. Name or Brief Title of proposed practice, initiative, or innovation.
4. If apparent to you, the number or title – the category – from among the “22 points” in which the practice fits.
5. Extended description of the proposal: Please limit to 250 words.

- ◆ **Review of proposals will begin on approximately September 5, 2006.** Proposals received by that date will be well-positioned to receive positive committee review.

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Outcomes; Significance.

With the use of *rapporteurs* and by working with people whose proposals are accepted for the conference, we anticipate archiving and making extended use of these materials. We hope that strong and recommended practices, which in time may merit being called “best” practices, will become the norms for the work we do in the California State University.

Thank you.

- c: Roberta Achtenberg, Chair, CSU Board of Trustees
- Charles B. Reed, Chancellor
- Richard West, Executive Vice Chancellor and Chief Financial Officer
- Academic Senate, CSU Executive Committee
- Keith Boyum, Associate Vice Chancellor, Academic Affairs
- Campus Provosts / Vice Presidents, Academic Affairs
- Campus Vice Presidents, Student Affairs
- Campus Senate Chairs