

## Jack H. Brown College

### JHBC Academic Advising SSI Report

University Division:: Academic Affairs

Name of person Responsible for overseeing SSI project/activities:: Maria Domingo

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Title:: Academic Advisor

Funding Type: Recurring funding

Extension:: 77348

Total SSI amount allocated this year:: \$179, 221

Total SSI amount expended this year:: \$171, 387

Number of unique students served (July1-Winter Quarter): 1628 unique students and 2630 with repeats

#### SSI Program/Project Overview :

**Purpose:** The purpose of the Jack H. Brown College of Business and Public Administration (JHBC) Student Success Center (SSC), Student Success Initiative (SSI) Program is to support professional staff academic advisors, facilitating college to career success for JHBC undergraduates. The SSC provides a one-stop shop which connects students to on and off-campus resources, community and campus members, as well as programs/services developed to enhance their educational experience.

**Goals:** The goals of the SSI funded SSC projects are to (1) develop a student competence in managing their educational experience through understanding College and University policies, procedures, processes, and resources (in particular, the University Bulletin of Courses, PAWs, registration, and student services); (2) develop individual academic plans (2-year, and 4-year); (3) develop connections between faculty, staff, community members, and students; (4) encourage engagement in high impact practices (internships, clubs, and study abroad); and (5) support of our professional academic advisors.

#### Outcomes:

- ◆ Increase capacity, number of students assisted in the SSC
- ◆ Increase retention and graduation rates
- ◆ Decrease time and excess units to graduation
- ◆ Increase student engagement in high impact practices

#### SSI-Funded Activities :

While the SSC provided a multi-stage advising hold program in the past, the advising strategy was adjusted to accommodate for the quarter to semester conversion. For spring 2019, 319 academic advising holds were placed on new, first time freshmen. They were required to attend group advising and create a myCAP plan. The workshops focused on informing students on the importance of completing golden four requirements during their first year at CSUSB. In addition, taking at least 15-16 units per term was stressed to ensure graduation after four years. Information about lower division major requirements and creating balanced schedules were also discussed. Students adjusted their mycap with the assistance of the advisor.

This year, for fall 2019 (winter registration) 246 academic advising holds were placed on students who had 8-10 courses left to earn their degree (4 courses in winter 2020, 4 courses in spring 2020 and 2 courses in summer 2020). The goal of this advising campaign was to target students in our majors who could graduate in spring 2020 or summer 2020 without an overload. In these advising sessions, mycaps were created with the student to determine if graduation was possible. At this time, students were also provided with information about filing grad checks and the process for petitions to overload to ensure students understand what was required to graduate before the semester conversion. While the number of advising holds placed was not very high (246), it allowed the SSC to focus on who could graduate during the quarter system and get an idea of Graduation Initiative Grant (GIG) applicants.

For winter 2020 (spring 2020 registration) the SSC decided not to place academic advising holds to avoid placing institutional barriers for students trying to register during the quarter system. Students who had 5 – 7 courses remaining were sent emails inviting them to attend advising sessions (295 students). The reason behind targeting students who had 5 -7 courses remaining was to help develop a game plan, should a student want to overload to graduate during the quarter system. We knew that summer 2020 session was going to be short, and the maximum number of units a student could take in summer was 9 units. By meeting with these students, we created game plans on whether students should overload in spring 2020 where they had 10 weeks of instruction instead of trying to overload in summer and take 3 courses to graduate, which can be difficult in a 6 week session.

Apart from having advising holds, campaigns, and regular drop in advising hours, the SSC worked closely with the Office of Undergraduate Studies and Advising and Academic Services. When reports were received from these offices (i.e. list of 2016 FTF cohort students who have spring 2020 grad checks that are missing requirements, Needs More Time excessive units) the SSC reviewed students' PAWS reports and sent an email with information on what requirements were needed to graduate, information should they need to refile their grad check, and analyzed if there was anything the department can do to help the student graduate (possible waiver of C or better requirements). The SSC proactively monitored students' progress towards graduation.

#### Progress Toward Outcomes/Cumulative Findings::

SSC Numbers:

Check-Ins (Include repeat visits): Spring 2019 – 789

Summer 2019 – 228

Fall 2019 – 1098

Winter 2020 – 1304

