

Strategic Analysis Steering Committee Meeting Notes

Date: July 20, 2016

Members Present: Francisca Beer, Andrea Schoepfer, Teresa Dodd-Butera, Lynne Diaz-Rico, Ahlam Muhtaseb, Shelby Reeder.

Materials Distributed:

- Agenda
- Student Survey
- Program Data
- Feedback on Goals (Alexandru Roman)

Chair: Francisca Beer

Topics Discussed:

Minutes from 6/22/2016

Approved by Dr. Diaz-Rico, Dr. Schoepfer, and Ahlam Muhtaseb.

Review of Strategic Analysis Program Data

Dr. Schoepfer noted that the information on graduation rate does not account for part-time students. She requested that a footnote be added to explain the impact of part-time students on the graduation rate (taking more than two years to complete the program).

The committee discussed alternatives to distributing sensitive data currently in the appendix. Dr. Diaz-Rico was in favor of creating an electronic repository. Others hesitated on making all the information available to the campus community due to reluctance among some programs. Dr. Dodd-Butera asked how information was gathered, presented, and distributed when the university Strategic Plan was created. Graduate Studies will contact IR for more information, and will look into the possibility of creating a repository. An alternative is to provide the broad report, with program-specific data available on request.

Benchmarks at campus and university level were not reviewed; the discussion will be rescheduled.

Student Survey

The committee decided to move the demographics section to the end of the survey. Questions 1 and 2 on gender and ethnicity will be revised to include the response "I prefer not to identify" as an option.

How and when to disseminate the survey was discussed. It was initially decided that the Graduate Coordinators would email the survey link to students. Several of the committee members stated that the students' email addresses are often incorrect. Graduate Studies will contact Records and IR to find out more about this situation. Graduate Studies may send the survey to students, and alert Graduate Coordinators when the survey goes out.

Goals

Overall, committee members were in favor of the goals distributed by Dr. Roman. Some changes in wording were discussed. The goals will continue to be refined via email.

Consultant

The discussion was postponed due to lack of time.

Summary of Action Items:

- Graduate Studies will add a footnote to the Program Data about how part-time students impact the two-year graduation rate.
- Graduate Studies will contact IR regarding the issue with student emails.
- Graduate Studies will look into creating a repository for graduate program data.
- Graduate Studies will contact IR for information on how data was disseminated during the creation of the CSUSB Strategic Plan.

Meeting concluded at 11:00.