

GI 2025 Steering Committee Meeting Minutes

Location: AD-127
Date: May 30, 2018
Time: Noon-1:30 p.m.
Attendees: Karen Kolehmainen, Jo Anna Grant, Alysson Satterlund, Olivia Rosas, Kim Costino, Sam Sudhakar, Rachel Beech, Ron Fremont, Doug Freer, Craig Seal, Bruce Shepard, Brian Haynes, Shari McMahan, Sandy Bennett

1. General Updates

- GI Symposium: VP Sudhakar provided a recap of the successful GI Symposium, held on campus Thursday, May 10 from 8 a.m.-3:15 p.m.
 - The program was attended by 138 individuals throughout the day. There were eight paper presentations, 13 posters and three discussion groups. The keynote address was given by Bridgette Burns of the University Innovation Alliance. Units from across campus showcased their efforts towards increasing graduation rates. This provided an opportunity for campus members to learn from other units and avoid duplicated efforts. Communication to students was a big topic of the day. Every unit is attempting to reach students in a good faith effort, but becomes overwhelming for students. A communications task force is being formed to address this issue.
 - The six people who responded to the post-conference survey after the conference all gave good evaluations of Bridget Burns. Another five or so verbally shared how they enjoyed Bridget Burns. People suggested to have concurrent sessions and keep the conference to half a day.
 - Muriel and Clare are meeting next week to capture action items, which will be sent out to committee members.
 - Steering Committee members also discussed next year's conference and recommended it be more data driven. It was determined to set the date (late winter or early spring) and location now then iron out the details, including whether or not to invite other CSU representatives.
- Q2S: Kim Costino provided an update on Q2S activities.
 - In close collaboration with the Office of Undergraduate Studies, team members are working to make sure that the Q2S transition does not become an institutional barrier.
 - A joint professional development was held with faculty, professional and peer advisors.
 - Q2S advising money ends in 2020. The group is working to leverage this funding. Following an assessment of what's working and what's not working, a case for future allocations will be made.

- East Bay and Cal Poly are going live with semesters this fall. We need to learn from their experiences.
- The Q2S Student Campaign was launched in spring; students are already starting to identify. ASI can help to market.
- Student Involvement: Committee members were in agreement to have student representation on the steering committee (one ASI rep and a student at large) and potentially all five subcommittees.
 - There needs to be a larger pool of students and we need to be mindful of their load. Perhaps target sophomores on a progressive leadership path. Students can be paid to help with these initiatives.

2. Progressive Pedagogy / Chair Jo Anna Grant

- A three-day Project Based Learning Institute was held; 17 faculty attended. PBL is a student-centered approach in which students gain knowledge and skills by working for an extended period on an authentic, engaging and complex problem, question or challenge.
- We are sending up to nine faculty to attend the Reacting to the Past three-day Institute at Barnard College in June 2018 to learn and spread this high-impact pedagogy. We hope to host a regional conference on campus next year to expand faculty exposure to this exciting pedagogy—especially for our lecturers and graduate teachers.
- An internal survey found that faculty most seek active learning strategies.
- Next year, the subcommittee will target first-time freshmen and high DWFI courses; master classes that can be adapted will be built.

3. Rapid Data Analytics / Co-Chairs Sam Sudhakar and Muriel Lopez-Wagner

- Faculty Data Fellow Alexandru Roman presented his work at the GI2025 conference on May 10.
- Since the work of the Institutional Data Team is closely related to the RDA charge, the Provost suggested RDA move under the charge of the IDT, which has been done.
- The University Analytics team has been working on several dashboards and improvements on EAB to facilitate delivery of timely data to decision makers to enhance graduation rates.
- Technological tools, training, support, and consultation will be provided to facilitate a more proactive and holistic approach to student success. The UA Team is assisting with several campaigns to identify and communicate to students who are eligible to graduate.

4. Informed Enrollment Management / Co-Chairs Rachel Beech and Olivia Rosas

- Student communications is being examined at every recruitment process. The subcommittee has looked at the registration process, made recommendations and is waiting for feedback from the cabinet before advancing.
- Mass packaging has been done for financial aid updates and summer disbursement. It is now being done daily.
- Amy Braceros has been added to the team. The subcommittee also extended memberships to Brian Willess and to the chair of chairs.
- Students who have a 3.7 GPA are generally automatically admitted to the University Honors Program. PACE Scholars are also automatically admitted.

- 3,200 incoming students met the criteria; 141 students, which includes 30 PACE Scholars, were selected to participate in the program.
- An additional 650 students who were eligible did not apply to the program.
- Phil Asbury will join the group's June 6 meeting. Team members will look at financial aid and packaging.

5. Nurturing Student Engagement, Advising and Wellness / Chair Alysson Satterlund

- "Wellness" was added to the subcommittee's name; and a Wellness Working Group has been created. It is being chaired by Dr. Lynn Nester.
- Per subcommittee request, a Student Identity Development Workshop with Dr. Mosley-Robinson (UC Santa Cruz) was held in April.
- The subcommittee hosted "Pathways to Student Engagement" Think Tank on May 21, 2018. Led by Fred McCall, director of the Office of Student Engagement, and Joanna Oxendine, Institutional Effectiveness associate with the Office of Institutional Research, the think tank explored the pathways in which San Bernardino and Palm Desert students engage with campus resources, activities, programs, services, and high impact practices.
- The group looked at the National Student Health Survey data.
 - CSUSB students have some significant health issues. Rates are higher than national trends in the areas of unprotected sex and mental health. New workshops are being added to Early Start.
- The final Commuter Student Engagement Survey results have been reviewed and are pending approval from Muriel. The raw data will be forwarded in the next few weeks. VP Haynes: Distant matters – need to rethink programmatic structure.
- The group will be meeting in June. Agenda items include: Recommendations to support GI2025 to be finalized; Commuter Student Engagement IR Study to be finalized; and a draft Pathways to Student Engagement Map presented.
- Informal recommendations (listed below) will be refined and recommendations will be made to the Steering Committee.
 - Invite external organization to present "Mental Health 9-1-1 Training" to faculty and staff in fall 2018.
 - Simplify/reduce tech platforms in use so Students have one-stop shop.
 - Host events and programs "Off Hours" to be more accessible to students and consider student engagement programs in students' home cities as an extension of their engagement as Coyotes.
 - Add OSE engagement professional to Student Success Teams.
 - Add resources to fund additional CAPS counseling and SHS staff and faculty who work evening and weekend hours to support growing health needs of students

6. Transparent Policies and Procedures / Co-Chairs Ryan Keating and Craig Seal

- Four Administrative Procedures (Course Repeat, Dual Majors, Timely Graduation and Unit Overload) have been tentatively approved and are pending review by Academic Senate. (Revisions are noted in the following attachments.)
- This does not mean that there are no exceptions to these procedures; students will need to meet and obtain approval for any exceptions.

- Next year, the group will tackle wait lists, graduation check and the registration process (including priority registration); and also work on automating the graduation check process so students aren't guessing and paying additional fees to refile.

See next page for attachments.

Course Repeat

1. Repeat of Courses

ORIGINAL

Repeat of Courses: Undergraduate Students

Undergraduate students may only repeat courses if they earned grades lower than a "C." This policy (which went into effect as of Fall 2009) applies to any grade earned at CSUSB at any time. A maximum of twenty-four (24) units may be repeated for grade forgiveness (formerly called grade discounting). An additional eighteen quarter units may be repeated with both grades averaged into the grade point average calculation. Students are allowed a maximum of three (3) attempts per non-repeatable course. No repeats will be allowed beyond these limits.

<http://bulletin.csusb.edu/academic-regulations/>

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Repeat of Courses: Undergraduate Students

Undergraduate students may only repeat courses if they earned grades lower than a "C." This policy applies to any grade earned at CSUSB at any time. A maximum of eighteen (18) units may be repeated for grade forgiveness. An additional eighteen quarter units may be repeated with both grades averaged into the grade point average calculation. Students are allowed a maximum of two attempts per course (1 original and 1 repeat). Permission to enroll for the 3rd attempt requires approval of Undergraduate Studies. Repeated courses may only be enrolled during the Open Enrollment period (assuming space is available in the course).

2. Grade Forgiveness

ORIGINAL

Course Repeats with Grade Forgiveness

Grade forgiveness (discounting a grade) for a repeated course is by petition only. If the petition for grade forgiveness is approved, the new grade replaces the former grade in terms of GPA calculation. Petitions should be filed after the completion of the course used to discount the previous course. Students are strongly encouraged to speak with an advisor before repeating a course for grade forgiveness to ensure that the student is eligible to repeat that course to discount the grade.

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Course Repeats with Grade Forgiveness

Grade forgiveness (discounting a grade) for a repeated course is automatic, with the grade of the last course completed being used for GPA calculations (up to the 18 units permitted for grade forgiveness). Students are strongly encouraged to speak with an advisor before repeating a course for grade forgiveness to ensure that the student is eligible to repeat that course to discount the grade. Students are allowed a maximum of two attempts per course (1 original and 1 repeat). Grade forgiveness is not applicable for courses which the original grade was the result of a finding of academic dishonesty.

PS: Note here is the section on Repetition of Courses from EO 1037 (thanks, Amy!):

B. Repetition of Courses

- 1.** Undergraduate students may repeat courses only if they earned grades lower than a C.
- 2.** Course Repeats with "Grade Forgiveness" (Grade forgiveness is the circumstance in which the new grade replaces the former grade in terms of the calculation of GPA, etc.):
 - 2.a.** Undergraduate students may repeat up to 16 semester-units (24 quarter-units) with grade forgiveness.
 - 2.b.** Undergraduate students may repeat an individual course for grade forgiveness no more than two times.
 - 2.c.** Grade forgiveness shall not be applicable to courses for which the original grade was the result of a finding of academic dishonesty.

Dual Majors

3. Second Bachelor Degree

Second Bachelor's Degree Requirements

A student who holds a bachelor's degree from California State University, San Bernardino or another accredited institution and who applies for a second degree must have satisfactorily completed each of the following in order to receive a second bachelor's degree in a different major:

1. General education requirements as stated in the appropriate catalog;
2. Upper-division writing requirement completed with a grade of "B" (3.0) or better;
3. Requirements of the major involved;
4. In addition to whatever work was presented for the first bachelor's degree, a minimum of 45 quarter units of residence work of which
 - a. 18 units must be in the second major,
 - b. 12 units must be in general education (international students only),
 - c. 36 units must be at the upper-division level;
5. Maintain a 2.5 grade point average in all work attempted;
6. Approval of the ~~faculty of the university~~ **department chair of the second major**.

It is not necessary to complete a second bachelor's degree in order to graduate with a dual major. Students seeking a second bachelor's degree will be subject to the registration policies in effect for unclassified postbaccalaureates. See [Fees](#) for further information about fees for a second major. Unclassified post-baccalaureate registration is subject to CSUSB admissions impactation and is only offered in limited situations. Please refer to admissions impactation information [<https://www.csusb.edu/admissions/impactation-information>].

<http://bulletin.csusb.edu/undergraduate-degree-programs/undergraduate-degree-program-requirements/>

4. Multiple Majors/Concentration

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Multiple Majors/Concentration

A student will normally meet graduation requirements for a degree in one of the major curricula. A student may be granted a bachelor's degree with two or more major/concentrations if the complete requirements of all curricula are satisfied at the same time. Students graduating with one or more degrees will be issued separate diplomas. The fact that the requirements of multiple concentrations with the same degree have been completed will be noted on the transcript. Graduation check/diploma fees will be required for each separate degree.

<http://bulletin.csusb.edu/undergraduate-degree-programs/undergraduate-degree-program-requirements/>

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Multiple Majors/Concentration

A student will normally meet graduation requirements for a degree in one of the major curricula. A student may be granted a bachelor's degree with two or more ~~major/~~concentrations if the complete requirements of all curricula are satisfied at the same time, **provided the concentration has a minimum of 12 quarter units (9 semester units) that are not double-counted**. Students graduating with ~~one or more degrees~~ **multiple concentrations** will **not** be issued separate diplomas. The fact that the requirements of multiple concentrations with the same degree have been completed will be noted on the transcript. ~~Graduation check/diploma fees will be required for each separate degree.~~

5. Minors

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Minors

The minor is a pattern of courses similar to the major, but less comprehensive. The number of units required for a minor varies with each department. Requirements are listed in each department's section of the catalog, refer to the page numbers given. Minors can only be granted for the same term in which the student graduates with an undergraduate degree. Minors will not be automatically dropped if the requirements have not been fulfilled by the term for which the student's graduation is posted. A minor is posted to the official transcript, but does not appear on the diploma.

All minors require a 2.0 grade point average. A minimum of 12 units of the coursework required for the minor must be completed through regular enrollment at CSUSB. Some minors require a higher minimum, check with the department for requirements.

A minor must be declared on the Minor Request Form, available in the Office of the Registrar. If the requested minor is in the same department as the major, the department chair's approval will be required on the form.

<http://bulletin.csusb.edu/undergraduate-degree-programs/minors/>

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Minors

The minor is a pattern of courses similar to the major, but less comprehensive. The number of units required for a minor varies with each department. Requirements are listed in each department's section of the catalog, refer to the page numbers given. Minors can only be granted for the same term in which the student graduates with an undergraduate degree. Minors will not be automatically dropped if the requirements have not been fulfilled by the term for which the student's graduation is posted. A minor is posted to the official transcript, but does not appear on the diploma.

All minors require a 2.0 grade point average. A minimum of 12 units of the coursework required for the minor must be completed through regular enrollment at CSUSB. Some minors require a higher minimum, check with the department for requirements.

A minor must be declared on the Minor Request Form, available in the Office of the Registrar. **Students are generally prohibited from earning a major and minor from the same degree program.** If the requested minor is in the same department as the major, the department chair's approval will be required on the form.

At least 12 quarter units (9 semester units) a minor must not be double-counted in the major to recognize the minor.

Undergraduate Pathway to Graduation

1. Declaring a Major

Students are encouraged to declare a major earlier in their academic career. Major requirements include lower-division and upper-division courses in both general education and the declared major. All majors require a minimum of 180-quarter units, although some require more (see Table 1). Students who have declared a major are encouraged to meet regularly with their university advisor to ensure that the degree requirements are met prior to the intended quarter of graduation (see Graduation Check below).

Students must declare a major by 90 baccalaureate units. Transfer student who transfer the maximum 105-quarter units must select a major before completing their junior year (135total quarter units). *[Current Bulletin Academic Regulations and Standards– “All CSUSB students with fewer than 70 quarter units must declare a major by the time they achieve junior class status (90 quarter units). Students transferring to CSUSB with 70 or more quarter units are strongly encouraged to declare a major when they matriculate.” <http://bulletin.csusb.edu/academic-regulations/>]*

Those who do not will not be allowed to enroll in classes until they have met with an advisor in Undergraduate Studies. To assist student selecting a major, students should read the major’s description in the University Bulletin, talk with an advisor, and visit the university Career Center.

2. Changing Major

Student may change a major by completing the “Change of Major” form found in Undergraduate Studies. Students may change academic major only if they submit a plan approved by a designated faculty/professional advisor and the chair of the new degree program demonstrating that all degree objectives will be completed within the 120% maximum total quarter unit limit (see Table 1 below). Any additional degree objectives (e.g., second majors, minors, certificates) must also be able to be completed within the additional units allowed.

Table 1: Degree Unit Requirement with 120% Maximum Allowable Unit Limits

Selected Degree Program Examples	Minimum Units to Selected Degree	Maximum units within 120% rule
BA Administration Management	180	216
BS in Computer Engineering	187	224
BA Liberal Studies Integrated Track	201	241

[Bulletin – no listed requirements for changing major.]

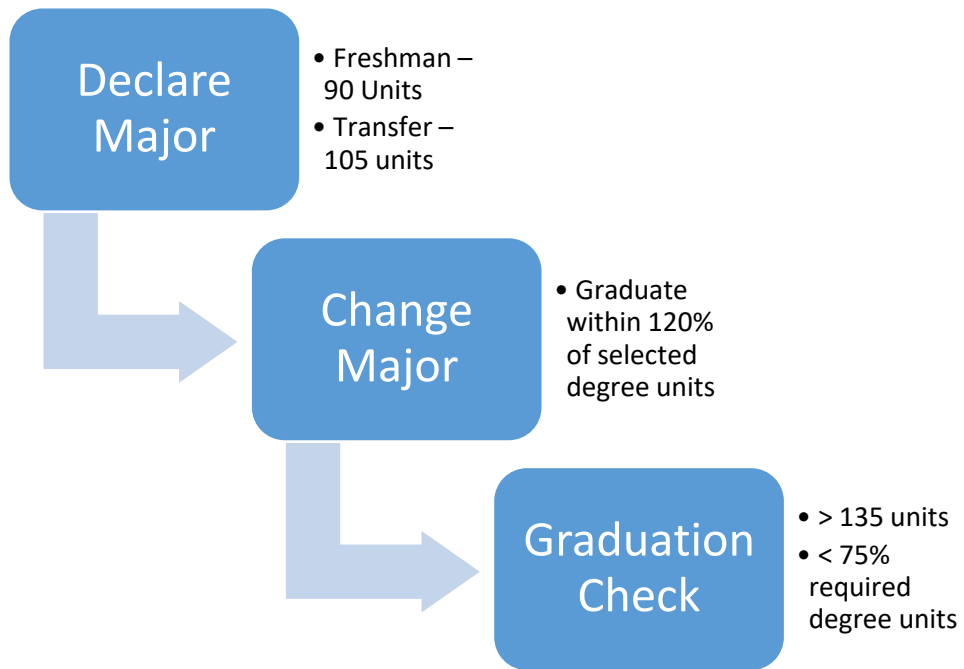
3. Graduation Check

Students must file a graduation requirement check (graduate check) prior to the end of the term of their expected graduation. Students should not request the graduate check until they have accumulated 135-quarter units toward their degree. This may include work in progress. [*Bulletin – “Undergraduate students must request a Graduation Requirement Check (Grad Check) at the Office of the Registrar (UH-171) when they have completed 135 units towards their degree. Graduate students must request a Grad Check at least one term prior to their expected graduation.”*]

Students who have not filed to graduate by the time they have earned 75% of the units required for the degree in their declared primary major must file to graduate and submit a plan to graduate within the maximum unit limits defined in this policy. Students requesting an exception (e.g., additional majors, minors, certificates) to the limits in this policy should file a Waiver of University Regulations of Academic Policy form. The appeal must include a rationale and the extension, an advisor-approved plan to graduate and approval of the department chair. Such policy is *not* intended to restrict academic exploration or limit access to multiple majors or degrees, but to encourage students to take a thoughtful approach to their education. [*Bulletin – no addtitaionl requirements/process except, “To avoid late fees, the Grad Check should be filed by the established deadlines”*]

If the exception to the 120% maximum units is not approved, future enrollment will be subject to restrictions. If a student has met the requirments and completed all the units to complete a major, a degree in that major will be conferred regardless of whether that major was declared. If the student has not met the requirements or completed all the units in a major, enrollment will be restricted to courses required to graduate in the major for which graduation is most likely to occur in a reasonable time. These procedural steps will be overseen by the Office of the Associate Dean of Undergraduate Studies with the goal of encouraging timely graduation and helping students in these situations transition from university to post-graduate life. [*Bulletin – no listed exception process for graduation check.*]

Figure 1 – Flow Chart



Unit Overload

1. Academic Course Load

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Academic Course Load

Students planning to finish their undergraduate degree requirements in four years by attending three quarters each academic year must complete a minimum of 15 degree applicable units per quarter. To be considered full-time for veteran benefits and financial aid purposes, an undergraduate student must enroll in a minimum of 12 units. Students may register for up to 17 quarter units per term (seniors may register for up to 19.5).

<http://bulletin.csusb.edu/academic-regulations/>

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Academic Course Load

Students planning to finish a 180-unit undergraduate degree in four years must complete an average of 15 degree applicable units per quarter (45 units per year). To be considered full-time for veterans benefits and financial aid purposes, an undergraduate student must enroll in a minimum of 12 units. Students may register for up to 20 quarter units per term.

2. Unit Overloads

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Unit Overloads

A student may register for more than 17 units (19.5 for seniors) only upon petition to his or her college dean. Normally, petitions are approved only if both the grade point average for the previous term and the overall grade point average are 3.0 or better. Additional units may be added once "Open Enrollment" begins, if classes remain open and the overload is approved. During summer, only 17 max units are allowed for the term.

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Unit Overloads

A student may register for more than 20 units only upon petition to his or her college dean. Normally, petitions are approved only if both the grade point average for the previous term and the overall grade point average are 3.0 or better. Additional units may be added once "Open Enrollment" begins, if classes remain open and the overload is approved. The Course Overload Permit form requires the signatures of the course instructor, department chair and college dean.