

Graduation Innovation Team (GIT) Meeting

Thursday, September 22, 2016

3:00 pm to 4:00 pm

“The barriers to higher achievement are systematic, and no institution can overcome them on its own. Leaders at all levels will need to work together...to establish higher operative standards across the board for college readiness and college achievement.” - The LEAP Vision for Learning | AAC&U

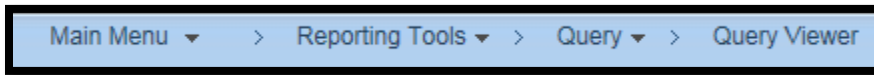
GIT Committee Charge:

To work collaboratively as a unified and coordinated cross-divisional team of faculty, staff, students, and administrators to increase our 6-year freshmen graduation rate to 60% by 2020, and eliminate the achievement gap while sustaining a high quality degree. (Strategic Plan 2014-2020, Goal 2, Objective A)

- 3:00 pm Cohort Query by Student Group
- 3:05 pm Review of I:Drive Folders
- I:\UATC Collaboration for Student Success\Graduation Innovation Team (GIT)
 - Sub Folders
- 3:15 pm Best Practices
- Gather into your GIT College Team
 - Discuss your processing method when reviewing your cohort students.
- 3:20 pm Share Best Practices with large group
- 3:30 pm List of 2011 Cohort students that were discontinued at Census on 9/19/2016
- 3:35 pm 2011 Cohort Updates from Colleges: Current Projections
- Associate Deans or other College GIT Member will present on their current progress with the students they received at our last meeting in July.
- 3:55 pm General Information
- Helping Students Apply to Graduate
 - Biweekly meetings (next meeting is Thursday, October 6, 2016)
 - o 2012 Cohort Data at next GIT Meeting.
 - Upcoming Workshops (Using data to streamline processes)

COHORT QUERY BY STUDENT GROUP

Navigate to the PeopleSoft page “Query Viewer”



Search for Query titled “DH_SR_IPEDS_COHORT” Once you have found it, click on the hyperlink “Schedule”



Click on “Add a New Value” and create a “Run Control ID” (Most people use their username). Then click “Add” (NOTE: once you create a Run Control ID you can use the same one instead of adding a new one)

Scheduled Query

Find an Existing Value | Add a New Value

Private Query:

Query Name:

Run Control ID:

Add

Find an Existing Value | Add a New Value

Fill out the Description and Value to reflect the name of the Student Group:

- FA11 = Fall 2011 Cohort, FA12 = Fall 2012 Cohort, FA13 = Fall 2013 Cohort, etc.
- Then Click on the “Apply” button

Schedule Query

Run Control ID: mwarden [Report Manager](#) [Process Monitor](#)

Query Name:

*Description:

Update Parameters

Prompt Name	Value
STDNT_GROUP	<input type="text" value="FA12"/>

OK Cancel Apply

On this screen make sure that the Server Name is “PSUNX” and for Format it says “XLS” Then click “OK”

Process Scheduler Request

User ID 203967946 Run Control ID mwarden

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	XLS	Distribution

The Query is now running, to see its progress click on the hyperlink “Process Monitor”

Schedule Query

Run Control ID: mwarden [Report Manager](#) [Process Monitor](#)

Process Instance: 2007532

Query Name:

*Description:

Update Parameters

Prompt Name	Value
STDNT_GROUP	FA12

This process can take 15 to 20 minutes, periodically click on the “Refresh” button to see the “Run Status” change from “Queued” to “Processing” to “Success”

Process List | [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

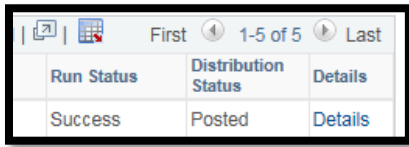
Process List Personalize | Find | View All | | First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2007532		Application Engine	PSQUERY	203967946	09/21/2016 6:39:50PM PDT	Processing	N/A	Details
<input type="checkbox"/>	2006465		SQR Report	DHSR035A	203967946	09/20/2016 4:47:42PM PDT	Success	Posted	Details
<input type="checkbox"/>	2006187		Application Engine	PSQUERY	203967946	09/20/2016 11:46:25AM PDT	Success	Posted	Details
<input type="checkbox"/>	2006186		SQR Report	DHSR035A	203967946	09/20/2016 11:45:57AM PDT	Success	Posted	Details
<input type="checkbox"/>	2006110		Application Engine	PSQUERY	203967946	09/20/2016 11:07:07AM PDT	Success	Posted	Details

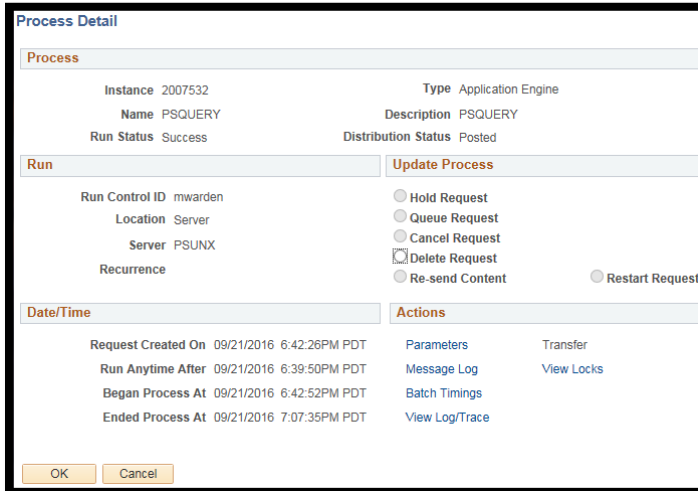
[Go back to Scheduled Query](#)

[Process List](#) | [Server List](#)

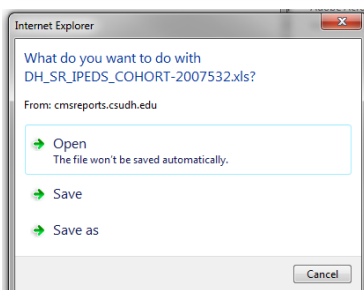
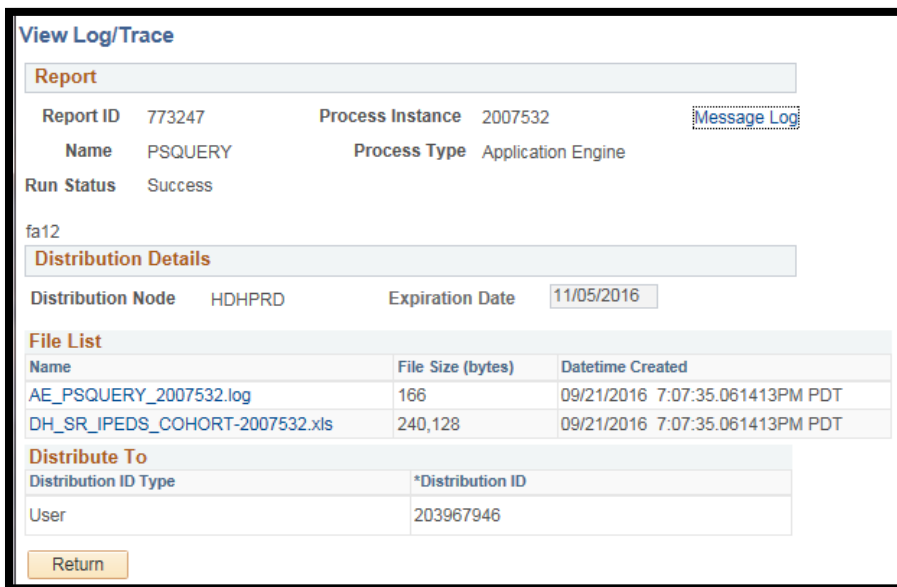
Once the Query has run and the “Run Status” has changed to “Success,” click on the hyperlink titled “Details” for your Query.



Towards the middle of the screen there is a hyperlink titled “View Log/Trace” click on this link.



On this screen under “File List” click on the “DH_SR_IPEDS_COHORT-(report number).xls”
A prompt will open to save the document or open, make sure to save it as an Excel file before opening.



REVIEW OF I:\DRIVE FOLDERS

I:\UATC Collaboration for Student Success\Graduation Innovation Team (GIT)

Folders

- 1) Cohort Tracking – Master Files (Houses Queries Run by Cohort Year)
 - a. 2011 – 6 year graduation in 2017 (Folder)
 - i. GIT Meeting 07-29-2016 (Folder)
 - ii. GIT Meeting 09-22-2016 (Folder)
 - iii. Files
 1. Original 2011 COHORT as of (Date Report Ran)
 - b. 2012 – 6 year graduation in 2018 (Folder)
 - c. Etc.
- 2) Cohort Tracking – By College (Houses College folders for varying teams to use)
 - a. CAH (Folder)
 - b. CBAPP (Folder)
 - c. CHHSN (Folder)
 - d. CNBS (Folder)
 - e. COE (Folder)
 - f. UNDECLARED (Folder)
- 3) GIT CORE
 - a. Pictures (Folder)
 - b. Website (Folder)
 - c. GIT Committee List
- 4) GIT Workshops
- 5) Meeting Agendas & Sign-In Sheets
- 6) Provost Grant

BEST PRACTICES

For 5 minutes gather into your GIT College Teams and discuss your current processing method when reviewing your cohort students.

Examples:

- College Specialist reviews students for GE and then send list to Major Advisor(s) for review of major requirements.
- College Specialist does initial review of all requirements (GE, Statutory, GVAR, Units, GPA, and Major), and then Major Advisor does a second review of all requirements to confirm.
- GIT College Team gathers with Associate Dean to review students.
- Team reaches out to students to confirm they'll be done by projected timelines.

Gather back into the large group to share and discuss best practices with one another.

LIST OF 2011 COHORT STUDENTS DISCONTINUED AT CENSUS ON 9/19/2016

Lists of Students will be given to you for you to remove from or make note on your original lists.

College	Total
Coll Hlth, Hum Serv & Nursing	8
College of Arts & Humanities	1
Coll Bus Admin & Public Policy	9
Coll Natural & Behav Science	4
Academic Affairs	1
	23

2011 Cohort - College Breakdown from 07/22/2016

COLLEGE	COLLEGE COHORT SIZE as of 7/22/2016	Discontinued + Dismissed + Leave (as of 7/22/2016)	Degrees Completed as of 7/22/2016	Graduation Rate as of 7/22/2016	Up for Grad Date before Fall 2016 (as of 7/22/2016)	Active Students with 102+ Units	Active Students 90 to 101 units	Active Students less than 90 units	Total Active Students Before Census	Readmits for 2168 (Not close to graduating)	DISC + DISM + DEGREES + UP FOR GRAD + READMITS + ACTIVE (Should equal College Cohort Size)
Undeclared	84	75	N/A	N/A	N/A	1	1	7	9	N/A	84
CHHSN	218	68	53	24.31%	13	52	11	19	82	2	218
CAH	140	45	48	34.29%	14	24	8	0	32	1	140
CBAPP	278	99	82	29.50%	19	50	8	16	74	4	278
COE	34	14	9	26.47%	0	7	3	0	10	1	34
CNBS	346	144	93	26.88%	22	62	12	11	85	2	346
TOTAL	1100	445	285	25.91%	68	196	43	53	292	10	1100

2011 Cohort – College Breakdown from 09/20/2016

COLLEGE	COLLEGE COHORT SIZE as of 9/20/2016	Discontinued + Dismissed + Leave (as of 9/20/2016)	Degrees Completed (as of 9/20/2016)	Graduation Rate (as of 9/20/2016)	Up for Grad Date before Fall 2016 (as of 9/20/2016)	Active (Minus 9/19 Discontinued)	Readmits for 2168 (Not close to graduate)	DISC + DISM + DEGREES + UP FOR GRAD + ACTIVE
Undeclared	83	76	N/A	N/A	N/A	7	N/A	83
CHHSN	218	76	61	27.98%	2	77	2	218
CAH	140	46	59	42.14%	3	31	1	140
CBAPP	278	108	92	33.09%	8	67	3	278
COE	34	14	9	26.47%	0	10	1	34
CNBS	347	150	106	30.55%	7	82	2	347
TOTAL	1100	470	327	29.73%	20	274	9	1100

2011 COHORT UPDATES FROM COLLEGES

	Total	Graduation Rate
Degrees Completed as of 09/20/2016	327	29.73%

6-Year Projections by College for 2011 Cohort

Please provide an update of the progress made with your student lists from our 9/8/2016 GIT Meeting.

If a student has not filed to graduate, there is not a report that can be run to determine when the student is planning on graduating. In the weeks to come each college will be asked to provide projections of active students that are close to graduating in their respective graduation terms.

COLLEGE	College Cohort Size	Total Degrees as of 09/20/2016	Graduation Rate	# of Active Students as of 7/22/2016	Discontinued as of 09/20/2016	# of Active Students as of 7/22/2016	Potential Fall 2016 Graduates	Potential Spring 2017 Graduates	Potential Summer 2017 Graduates	TOTAL DEGREES + POTENTIAL =	Grad Rate
CHHSN	218	61	27.98%	82	8	74	0	36	0	97	44.50%
CAH	140	59	42.14%	32	1	31	12	6	0	77	55.00%
CBAPP	278	92	33.09%	74	9	65	21	0	0	113	40.65%
COE	34	9	26.47%	10	0	10	0	7	0	16	47.06%
CNBS	347	106	30.55%	85	4	81	13	20	0	139	40.06%
Undeclared	83	N/A	N/A	9	1	8				N/A	N/A
TOTAL										442	40.18%

GENERAL INFORMATION

Helping Students Apply to Graduate

Application Filing Periods

The Electronic Application for Graduation must be submitted in accordance with the following schedule. Failure to apply in accordance with the schedule below could delay your degree past your intended graduation date. Also there will be additional fees assessed for applying after the regular deadline.

Degree Conferral Term	Regular Deadline	Late Deadline
Fall Semester	July 1	September 15
Spring Semester	October 1	Last day of fall semester
Summer Session	February 1	April 15

Please note that if the above dates fall on a weekend or holiday, the deadline will be the previous working day.

Biweekly meetings

All meetings will be held on Thursdays from 3:00 pm to 4:00 pm in the Provost's Conference Room

- 1.) Thursday, October 6th – Meeting #3:
- 2.) Thursday, October 20th – Meeting #4:
- 3.) Thursday, November 3rd – Meeting #5:
- 4.) Thursday, November 17th – Meeting #6:
- 5.) Thursday, December 15th – Meeting #7:

Upcoming workshops (Using data to streamline processes)

All Workshops will be held on Thursdays from 3:00 pm to 4:00 pm, in WH-A142

- 1.) Thursday, October 13th – Workshop #5: "Queries vs. Reports"
- 2.) Thursday, October 27th – Workshop #6: "Queries vs. Reports"
- 3.) Thursday, November 10th – Workshop #7: "General Session: Questions about PeopleSoft"
- 4.) Thursday, December 8th – Workshop #8: "General Session: Questions about PeopleSoft"