

## Graduation Innovation Team (GIT) Meeting

Thursday, October 20, 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:

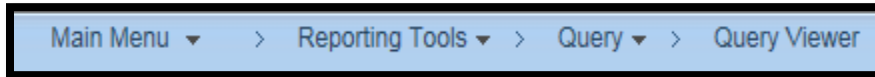
To work collaboratively as a unified and coordinated cross-divisional team of faculty, staff, students, and administrators to increase our 6-year freshmen graduation rate to 60% by 2020, and eliminate the achievement gap while sustaining a high quality degree. (Strategic Plan 2014-2020, Goal 2, Objective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

- 3:00 pm      Query to Identify students with a Graduation Pending Hold
- Cheat Sheet for Codes
- Chancellor’s Office Definitions for Graduation Initiative 2025 (GI 2025)
- 3:10 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.
- 3:20 pm      2012 Cohort Updates from Colleges: Any Projections since 10/6/2016
- 3:35 pm      Course Recommendations for Winter, Spring Intersession, & Summer (2017)
- Review of Previous Recommendations
  - Review of Current offerings and seat availability
- 3:50 pm      2013 Transfer Cohort Update & Dissemination of Data
- Review of current 3-year transfer grad rate overall
  - Review of current 3-year transfer grad rate by college
  - Active 2013 Transfer Cohort Students (By College)
  - Accessing your student lists, and handouts via the I:Drive and/or email
- 3:55 pm      General Information
- Helping Students Apply to Graduate
  - Biweekly meetings (next meeting is Thursday, November 3<sup>rd</sup>, 2016)
  - Upcoming Workshops (Queries vs. Reports)

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# QUERY TO IDENTIFY STUDENTS WITH A GRADUATION PENDING HOLD

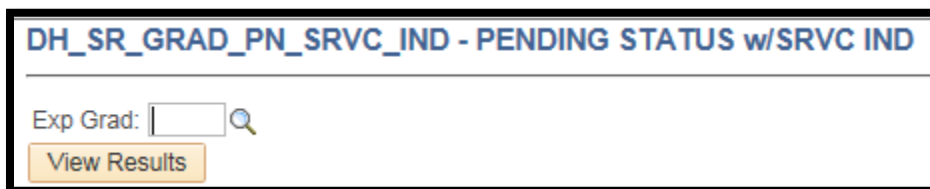
Step 1: Navigate to the PeopleSoft page “Query Viewer”



Step 2: Search for Query titled “DH\_SR\_GRAD\_PN\_SRVC\_IND” Once you have found it, click on the hyperlink “Excel”



Step 3: A new tab will open and you’ll have to fill out the request by Expected Grad Term (Exp Grad).



Remember that this is a 4-digit code. The first three numbers refer to the year (216=2016; 217=2017, etc). The last number refers to the term (2 = Winter, 4 = Spring, 6 = Summer, & 8 = Fall).

Example: 2168 = Fall 2016, 2174 = Spring 2017, 2176 = Summer 2017

If you are having trouble with the 4-digit code, you can simply click on the magnifying glass to see the options available to you.

Step 4: Once you enter the appropriate grad term, click on the “View Results” Button. This will run all students that are up for the graduation term and have a Graduation Pending Hold placed on their account.

Step 5: Open the Excel Sheet produced. Filter and/or Sort through excel sheet to identify undergraduate students versus post-bac students.

Step 6: Read the Comment column to see what the student is missing based on the evaluation done by the Graduation Unit.

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# CHEAT SHEET FOR CODES

Status	
AC	Active
CM	Program Completed
DC	Discontinued
DM	Dismissed
LA	Educational Leave
SP	Suspension

Degree Checkout Status	
AG	Applied
AW	Awarded
DN	Denied
IR	In Review
PN	Pending
EG	Eligible (Pending Outside Work)
AP	Approved

Freshmen Cohort & Transfer Cohort Student Groups	
FA11	Freshmen 2011 Cohort
FA12	Freshmen 2012 Cohort
FA13	Freshmen 2013 Cohort
TA13	Transfer Admits 2013 Cohort
TA14	Transfer Admits 2014 Cohort
TA15	Transfer Admits 2015 Cohort

## CHANCELLOR'S OFFICE DEFINITIONS FOR GRADUATION INITIATIVE 2025 (GI 2025):

- Four-Year Freshman Rate: First-time full-time (12 units or more) freshmen
- Six-Year Freshman Rate: First-time full-time (12 units or more) freshmen
- Two-Year Transfer Rate: California Community College Transfers (full- and part-time sophomore level and above).
- Four-Year Transfer Rate: California Community College Transfers (full- and part-time sophomore level and above).

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## 2011 COHORT UPDATES

	Total	Graduation Rate
Degrees Completed as of 10/20/2016	329	29.91%

		Potential Graduation Rate
Student in <i>Approved</i> Status for 2168	0	
Student in <i>In Review</i> Status for 2168	36	
Student in <i>Eligible</i> Status for 2168	0	
Student in <i>Pending</i> Status for 2168	35	
<b>Potential Fall 2016 5.5 year Graduation Rate</b>	<b>400</b>	<b>36.36%</b>

		Potential Graduation Rate
Applied for 2174 but hasn't been reviewed by graduation yet	67	
Student in <i>Approved</i> Status for 2174	0	
Student in <i>In Review</i> Status for 2174	2	
Student in <i>Eligible</i> Status for 2174	0	
Student in <i>Pending</i> Status for 2174	8	
<b>Potential Spring 2016 6 year Graduation Rate</b>	<b>477</b>	<b>43.36%</b>

		Potential Graduation Rate
Student in <i>Approved</i> Status for 2176	0	
Student in <i>In Review</i> Status for 2176	0	
Student in <i>Eligible</i> Status for 2176	0	
Student in <i>Pending</i> Status for 2176	0	
<b>Potential Summer 2016 6 year Graduation Rate</b>	<b>477</b>	<b>43.36%</b>

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### 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 10/20/2016	Graduation Rate	# of Active Students as of 7/22/2016	Discontinued as of 09/20/2016	# of Active Students as of 9/20/2016	Previously Denied Graduation - Potential Graduates	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	2	0	36	0	99	45.41%
CAH	139	59	42.45%	32	1	31	3	12	6	0	80	57.55%
CBAPP	279	93	33.33%	74	9	65	7	21	0	0	121	43.37%
COE	34	9	26.47%	10	0	10	0	2	4	2	17	50.00%
CNBS	347	107	30.84%	85	4	81	6	18	19	0	150	43.23%
Undeclared	83	N/A	N/A	9	1	7					N/A	N/A
<b>TOTAL</b>											<b>467</b>	<b>42.45%</b>

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# 2012 COHORT UPDATES

## 4-year Graduation Rate for our 2012 Cohort (1133 Students)

	Total	Graduation Rate
Degrees Completed as of 10/20/2016	111	9.80%

		Potential Graduation Rate
Have <i>Applied</i> (but not been reviewed) <i>to graduate for 2168</i>	1	
Student in <i>Approved</i> Status for 2168	0	
Student in <i>In Review</i> Status for 2168	37	
Student in <i>Eligible</i> Status for 2168	0	
Student in <i>Pending</i> Status for 2168	27	
<b>Potential Fall 2016 4.5 year Graduation Rate</b>	<b>176</b>	<b>15.53%</b>

		Potential Graduation Rate
Have <i>Applied</i> (but not been reviewed) <i>to graduate for 2174</i>	221	
Student in <i>Approved</i> Status for 2174	0	
Student in <i>In Review</i> Status for 2174	0	
Student in <i>Eligible</i> Status for 2174	0	
Student in <i>Pending</i> Status for 2174	4	
<b>Potential Spring 2017 5 year Graduation Rate</b>	<b>401</b>	<b>35.39%</b>

		Potential Graduation Rate
Have <i>Applied</i> (but not been reviewed) <i>to graduate for 2176</i>	1	
Student in <i>Approved</i> Status for 2176	0	
Student in <i>In Review</i> Status for 2176	0	
Student in <i>Eligible</i> Status for 2176	0	
Student in <i>Pending</i> Status for 2176	0	
<b>Potential Summer 2017 5 year Graduation Rate</b>	<b>402</b>	<b>35.48%</b>

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		Potential Graduation Rate
Have <i>Applied</i> (but not been reviewed) <i>to graduate for 2178</i>	1	
Student in <i>Approved</i> Status for 2178	0	
Student in <i>In Review</i> Status for 2178	0	
Student in <i>Eligible</i> Status for 2178	0	
Student in <i>Pending</i> Status for 2178	2	
<b>Potential Fall 2017 5.5 year Graduation Rate</b>	<b>405</b>	<b>35.75%</b>

		Potential Graduation Rate
Have <i>Applied</i> (but not been reviewed) <i>to graduate for 2184</i>	0	
Student in <i>Approved</i> Status for 2184	0	
Student in <i>In Review</i> Status for 2184	0	
Student in <i>Eligible</i> Status for 2184	0	
Student in <i>Pending</i> Status for 2184	0	
<b>Potential Spring 2018 6 year Graduation Rate</b>	<b>405</b>	<b>35.75%</b>

		Potential Graduation Rate
Have <i>Applied</i> (but not been reviewed) <i>to graduate for 2186</i>	0	
Student in <i>Approved</i> Status for 2186	0	
Student in <i>In Review</i> Status for 2186	0	
Student in <i>Eligible</i> Status for 2186	0	
Student in <i>Pending</i> Status for 2186	0	
<b>Potential Summer 2018 6 year Graduation Rate</b>	<b>405</b>	<b>35.75%</b>

#### 4-year Graduation Rate for our 2012 Cohort by College

	Total	College Graduation Rates	Size
CHHSN Degrees Completed (out of 241) as of 10/20/2016	21	8.71%	241
CAH Degrees Completed (out of 151) as of 10/20/2016	23	15.23%	151
CBAPP Degrees Completed (out of 248) as of 10/20/2016	21	8.47%	248
COE Degrees Completed (out of 31) as of 10/20/2016	4	12.90%	31
CNBS Degrees Completed (out of 408) as of 10/20/2016	42	10.29%	408

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### 5-Year Projections by College for 2012 Cohort

Please provide an update of the progress made with your student lists from our 10/5/2016 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 10/20/2016	Graduation Rate	# of Active Students as of 10/05/2016	Previously Denied Graduation - Potential Graduates	Potential Fall 2016 Graduates	Potential Spring 2017 Graduates	Potential Summer 2017 Graduates	TOTAL DEGREES + POTENTIAL =	Grad Rate
CHHSN	241	21	8.71%	134	1				22	9.13%
CAH	151	23	15.23%	69	1				24	15.89%
CBAPP	248	21	8.47%	135	0				21	8.47%
COE	31	4	12.90%	22	0				4	12.90%
CNBS	408	42	10.29%	217	3				45	11.03%
Undeclared	54	N/A	N/A	5	N/A				N/A	N/A
									<b>TOTAL</b>	<b>116 10.55%</b>

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## Course Recommendations for Winter, Spring Intersessions & Summer 2017

Course Recommendations

<b>Course Acronym</b>	<b>Course Number</b>	<b>Course Title</b>	<b>Units</b>	<b>Recommender</b>
HUM	200	Introduction to the Humanities	3	GIT
CJA	496	Internship Practicum	3	GIT
CHE	301	Organic Chemistry I	3	GIT
CHE	302	Organic Chemistry Laboratory I	1	GIT
UD BUS	varies	Varies		GIT
MGT	490	Strategic Management Seminar	3	GIT
ART	301	Arts and Crafts for the Non-Major	3	GIT
UD PSY	varies	Varies		GIT
DAN	440	Dance for Children	3	GIT
UD GE	varies	Varies	3	Dr. Driscoll
UD GE Social Sciences	varies	Varies	3	Dr. Driscoll
CHE	108	Introduction to College Chemistry	5	Michael

Winter 2017 Course Offerings: <http://www4.csudh.edu/ceie-winter/courses/index>

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# 2013 TRANSFER COHORT

3-year Graduation Rate for our 2013 Transfer Cohort (2,074 Students)

	Total	Graduation Rate
Degrees Completed as of 10/19/2016	1215	58.58%

		Potential Graduation Rate
Student in <i>Approved</i> Status for 2168	1	
Student in <i>In Review</i> Status for 2168	47	
Student in <i>Eligible</i> Status for 2168	0	
Student in <i>Pending</i> Status for 2168	71	
Student in <i>Applied</i> Status but needs to be reviewed for 2168	0	
<b>Potential Fall 2016 3.5 year Graduation Rate</b>	<b>1334</b>	<b>64.32%</b>

		Potential Graduation Rate
Student in <i>Approved</i> Status for 2174	0	
Student in <i>In Review</i> Status for 2174	2	
Student in <i>Eligible</i> Status for 2174	0	
Student in <i>Pending</i> Status for 2174	10	
Student in <i>Applied</i> Status but needs to be reviewed for 2174	96	
<b>Potential Spring 2017 4 year Graduation Rate</b>	<b>1442</b>	<b>69.53%</b>

		Potential Graduation Rate
Student in <i>Approved</i> Status for 2176	0	
Student in <i>In Review</i> Status for 2176	0	
Student in <i>Eligible</i> Status for 2176	0	
Student in <i>Pending</i> Status for 2176	3	
Student in <i>Applied</i> Status but needs to be reviewed for 2176	0	
<b>Potential Summer 2017 4 year Graduation Rate</b>	<b>1445</b>	<b>69.67%</b>

	Total	Graduation Rate	College Cohort Size
CHHSN Degrees Completed (out of 559) as of 10/19/2016	265	47.41%	559
CAH Degrees Completed (out of 295) as of 10/19/2016	178	60.34%	295
CBAPP Degrees Completed (out of 547) as of 10/19/2016	331	60.51%	547
COE Degrees Completed (out of 81) as of 10/19/2016	56	69.14%	81
CNBS Degrees Completed (out of 591) as of 10/19/2016	385	65.14%	591

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**Active 2013 Transfer Cohort Students (BY COLLEGE)**

**\*\*Note: Includes students that have applied to graduate.**

Coll Bus Admin & Public Policy	105 or more units	85
	90 to 104 units	6
Coll Bus Admin & Public Policy Total		91
Coll Hlth, Hum Serv & Nursing	105 or more units	142
	90 to 104 units	4
	Less than 90 units	1
Coll Hlth, Hum Serv & Nursing Total		147
Coll Natural & Behav Science	105 or more units	81
	90 to 104 units	7
	Less than 90 units	3
Coll Natural & Behav Science Total		91
College of Arts & Humanities	105 or more units	43
	90 to 104 units	3
	Less than 90 units	4
College of Arts & Humanities Total		50
College of Education	105 or more units	17
	90 to 104 units	2
College of Education Total		19
Grand Total		398

**All data (excel sheets, data sheets, etc.) for Transfer Cohort tracking can be found at  
I:\UATC Collaboration for Student Success\Graduation Innovation Team (GIT)\Transfer  
Tracking - Master Files**

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# 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, November 3<sup>rd</sup> – Meeting #5:
- 2.) Thursday, November 17<sup>th</sup> – Meeting #6:
- 3.) Thursday, December 15<sup>th</sup> – 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 27<sup>th</sup> – Workshop #6: “Queries vs. Reports”
- 2.) Thursday, November 10<sup>th</sup> – Workshop #7: “General Session: Questions about PeopleSoft”
- 3.) Thursday, December 8<sup>th</sup> – Workshop #8: “General Session: Questions about PeopleSoft”

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