Dept Assistants:

The provost sent this note to all department chairs January 26.

Dear Chairs:

Research tells us that students who are in their second year of college have lost the newness of the freshman year and are seeking connections and focus with the university, primarily through their major. At Fresno State our data tells us that the point at which we lose many students is between their second and third year. As a university community we need to address these students by forming connections and relationships with their major department/program. In his last visit to our campus Charles Schroeder shared that Fresno State needs to “design an experience that will help students develop academic competence develop a clear sense of purpose...through efforts to improve the second year experience with each college and school.”

We designed and provided this experience to students last year, with great success, and it is time to provide it again.

You will soon receive a list of those students who started at Fresno State in fall 2010, and who have named your program as their major.

I am asking that, **before fall registration begins on April 22**, you contact each of these students and meet with them in a format of your program’s choosing. We want them to know that a degree in your program is in their future. We also want to be sure that students who are struggling (GPA 2.0-2.4) know the requirements of your major and are provided with information about tutorial and other support, or if appropriate, advised to consider a major more appropriate to their interests and abilities. So, your contact with these students can include some advising, but is **not** primarily another advising appointment.

Your contact with these students might best be accomplished through a series of small-group events, individual meetings, distribution of student contacts among faculty willing to be mentors, or other means.

What might be covered during these events/meetings?

- Building an identity with your major (Are they in the right major?)
- Department web page
- Sharing career prospects and/or job shadowing
- Making sure students take prerequisites
- Covering courses needed in their Junior Year
- Meeting faculty/student major mentors
- Introducing and inviting them to major clubs
- Meeting Juniors/Seniors in the major
- Sharing where students stumble in the major?
- Building academic self-confidence
- Reviewing Year Two Checklist
• Discussing commuter student issues
• Others?

I will be asking Andrew Lawson for some time at your February Chairs’ meeting, to discuss with you some possible approaches to engaging these students and assessing their challenges.

Deans of your College/School will be asking you for the approach and number of second-year students contacted this spring. I will be asking for a report from each Dean in late April.

Thanks very much for your help with this important initiative. Many students are still here and thriving because of your efforts last year, and my hope is that even more Chairs will get involved this spring.

Bill

Please note his third paragraph: You will soon receive a list of those students who started at Fresno State in fall 2010, and who have named your program as their major.

Given problems with distributing confidential information, I am asking you to obtain the information from Peoplesoft by running the Flexible Student Reporting query. The query is in Reports portfolio on the left side of your screen.
Now you need to select Student Administration on the far right of your screen.

Next, scroll down to the Student Records section and click on Flexible Student Reporting.
On the next screen you will need to Add a New Value. To do this choose a name for your report and type it where it says Run Control ID and then click on Add a New Value.

Click on the Add button on the following screen.

This should take you to a screen that says “(Fresno) Flexible Student Reporting” (see below).
You will want to list the term as the current term for First Term. The Last Term will automatically populate itself.

Select Only Enrolled Students.

Select only Undergrad.

You will need to select your specific department. You can use the magnifying glass on the right to look it up if you do not know the code.

Select Include Double Majors.

You need not select all of the optional output fields at the bottom of the screen although you will want to include the Admit & Catalog Terms; Admit type; Units and GPA fields.

Once you have filled out the form with all of the needed information click on the Run button in the top right of your screen.
On the following screen you will want to click on OK.

This will take you back to the previous screen. You will now want to click on the Report Manager link (just to the right of Run in the top right of your screen)
On the following screen you will not see anything at first. You will need to hit the Refresh button that is in the top right of your screen until the report shows up and the Status column says Posted.

At this point you will want to click on the details link. If you happen to have multiple reports posted select the one that has the most recent Request Date/Time.

The next screen will be the Report Detail. Under the third box (File List) you want to select the file that has .xls at the end of it.
This will download an Excel spreadsheet with the data from the report that you just ran through PeopleSoft. The resulting spreadsheet will need to be filtered to get only those students who started as freshmen in Fall 2010. To do this, click on the Data tab and click on filter.

You should now see down arrows at the end of each column. At this point you will want to click on the arrow on the Admit Term column and make sure that ONLY 2107 has a check mark next to it (you may need to scroll down to find 2107). If all terms have check marks click on the check mark next to Select All at the top of the list and then click in the box next to 2107 to select only that term. Next click on OK.
Next you will need to filter by the Admit type column. Click on the arrow at the end of the Admit Type column and make sure that ONLY FirstTime has a check mark next to it.

This will give you a list of all the students that were first time Freshman in the Fall 2010 semester for your department.

You may wish to copy the resulting filtered output to a new sheet and then sort by ‘total campus units’ since those with few units will be the ones the chair may be most interested in contacting. Alternatively, the chair may wish a sort by ‘total campus gpa’. You can work with your chair to determine which is best.

Thanks for your help. If you have any questions, please contact me.

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