

**Organization Appendix**  
California State University-San Marcos

**Appendix A**

Academic Affairs

Academic Affairs serves first-year students in the following ways:

- Colleges and Departments provide first-year curricula and coursework to first-year students, in support of Lower-Division General Education as well as Preparation for Upper-Division work in their Majors.
- This coursework includes remediation courses that are critical to the academic success and continuation of the majority of our first-year students.
- College faculty provide academic advisement to first-year students who have decided to declare a given major or who are attempting to select a major to declare, however since they are not under contract during the summer months they do not provide advisement until after students are in the first-semester.
- The College of Business Administration (CoBA) provides an advising office and staff advisors to assist first-year students who declare Pre-Business as their major, or who are considering the selection of a CoBA major.
- CoBA works with OFYP on a Learning Community designed for students who are interested in Business as their major.
- The School of Nursing provides two academic advisors for those students admitted as pre-nursing majors. These advisors assist the students in meeting the pre-requisites for the nursing major, in the process of applying for admission to the nursing major, and assist those not admitted to the nursing major to select another major.
- The Library provides information-literacy resources and instruction for first-year students, within and beyond the confines of the GEL 101 classroom. Targeted instruction occurs also in GEO and GEW as well as other GE courses.
- Multiple summer Programs (CAMP, SSS, EOP, MAPS, and Summer Academy) offer college level credit or courses to facilitate completion of remediation in mathematics and English composition.
- The Office of Extended Learning provides an alternative funding-platform for delivery of specialized programs in support of first-year students (e.g., summer remediation courses et al.).

- The Office of Global Education provides support and resources for international students beginning their studies in the U.S., for example, in the area of ESL instruction via the American Language and Culture Institute.
- The College Assistant Migrant Program (CAMP), housed in the College of Education, provides direct support of first-generation college students coming from communities of migrant agricultural workers across the state of California.
- The Office of First-Year Programs (OFYP) designs, implements and supports programs to help first-year students achieve academic excellence in the classroom and develop a deeper understanding of, and commitment to, long-term academic goals. It is dedicated to helping students make a successful transition from the high school classroom to the academic world of higher education. In service to this mission, the OFYP has developed the San Marcos Experience, a fledgling program that builds learning communities for a subset of first-year students, block-enrolling them into a number of shared courses and offering concerted programs in support of successful transition to college in the first year. The OFYP has also been responsible (for two or three years now) for the delivery of the first-year course, GEL 101 "The Student, the University, the Community. GEL 101 serves as the CSUSM first-year college-success course, in which students are provided various academic and extra-academic support resources, training, and exposure to campus services including Library and information literacy resources, technology resources, and so forth. The OFYP has developed a comprehensive on-line "atlas" of lower-division graduation roadmaps that serve as semester-by-semester plans for selecting courses (Lower-Division Roadmaps - LDRs) in a way that facilitates completion of lower-division course work and preparation for a major. The OFYP also sponsors a student organization which is seeking recognition as a chapter of the national first-year honor society, Alpha Lambda Delta. The OFYP promotes networking between faculty and first-year students in an informal setting (First-Year Roundtable Lunches). While these programs provide excellent academic support for a number of first-year students, the OFYP is rather limited in scope and does not currently serve as an overarching organizational structure coordinating the many facets of the programs provided for first-year students. However, FYPAC (Item #156) could feasibly serve this role in the future, if revived and charged with that responsibility.

## Appendix B

### Student Affairs

Student Affairs serves first-year students in the following ways:

- From the point of admission through matriculation
- New Student Orientation
- Student Affairs professional staff serving as adjunct faculty for first-year courses
- Summer programs which facilitate the transition to students' first-semester
- Registration or enrollment into targeted first-year courses

Four departments/areas within the division are specifically charged with leading first-year programmatic initiatives:

#### 1. Student Academic Support Services

- Testing Office
  - The Testing Office is a new office that supports first-year students through the coordination and scheduling of Entry Level Math and English Placement Tests on the CSUSM campus.
- Disabled Student Services (DSS)
  - First-year students with a documented disability are eligible to attend a special programs orientation (the first orientation offered for any term) that ensures priority registration/access to courses for DSS first-year students.
- Career Center
  - Career Center staff provides advising to undeclared majors to assist students in indentifying a major (in partnership with UAS) and teach a module within the GEL 101 course about career exploration early in one's college career.
- Undergraduate Advising Services (UAS)
  - First-Year Academic Support Coordinator Dr. Geoff Gilmore has been hired to provide support to all incoming students in need of math and English remediation. He studies the trends and registration patterns of first-year students in these courses and provides follow up to ensure that students are appropriately

placed in courses so that they meet the one year remediation timeline required by the CSU.

- During the advising and registration portion of Orientation, students are encouraged to meet their academic advisor (based on major) early in their academic career.

## 2. Centers for Learning & Academic Support Services (CLASS)

- Educational Opportunity Program (EOP):
  - Admits first-year students that are low income and/or first generation.
  - Provides outreach to the high school classrooms and AVID programs or give presentations to various groups on campus for a tour.
  - Provides a limited amount of Special admits for student that might not meet all the university requirements.
  - Provides a Summer Bridge Program Cohort for first-year students.
  - Helps former first-year foster youth to be admitted to the university.
  - Provides Fall Learning Community Cohorts for first-year students.
  - Provides electronic submission of mid-semester evaluations to the professors of all first-year students.
  - Provides counselors for first-year students.
  - Holds an annual conference called College Connection for former foster youth to educate current foster youth in grades 9-12 about what is available for them at CSUSM.
  - Has a computer center in the office to help first-year students to be successful.
  - Allows first-year students to get a laptop as a loan over the weekend to complete work at home.
  
- TRiO/Student Support Services (SSS):
  - Admits first-year students that are low income and/or first-generation and/or disabled
  - Provides a Summer Bridge Program Cohort for first-year student
  - Provides a Fall Learning Community Cohort for first-year students
  - Electronically submits mid-semester evaluations to professors of all first-year students
  - Provides counselors who have a case load of first-year students that they manage for their first-year
  - Sponsors cultural events and field trips for first-year students in the program.

- Math Lab (ML) provides:
  - Remedial tutoring for first-year math courses.
  - Exam preparation.
  - Note taking techniques.
  - Test taking techniques.
  - Make up test and quiz services.
  - Special tutoring sessions for athletes.
  - Books to loan to students, student solution manuals, calculators, manipulatives and compasses.
  - Visits to most GEL 101 classes each semester to inform students of the Math Lab services.
  
- Language Learning Center (LLC):
  - Visits GELs classes to inform students about both the LLC's services and the Language Other Than English Requirement (LOTER).
  - Provides informational brochures in all First-Year Orientation packets
  
- Writing Center (WC):
  - Provides small group consulting through the first-year GEW 101 course. GEW instructors contact the WC director to schedule two tutors to attend the GEW class period when papers are work-shopped by peers - often three times a semester.
  - Assisted twenty percent of its spring 2008 clients from GEW and GEL classes.
  - Marketing is focused primarily on FY students through orientation, GEL and GEW class visits.
  
- ACE Scholar Services:
  - Assists first-year former foster youth admitted to the university.
  - Coordinates/works with University Village Apartments (UVA) to get at least 10 apartments reserved for first-year students.
  - Sets up collaborative agreements with outside agencies to help first-year former foster youth.
  - Co-chairs the College Connection with EOP Director to help admit more former foster youth to the university.

### 3. First-Year Experience (FYE) - University Village Apartments (UVA)

- The San Marcos Experience (SME) is the university's first living/learning community. Ninety first-year students apply and are selected to live on two floors within the UVA and participate in a series of linked courses. The Resident Assistant (RA) selected for these floors is a past SME graduate and provides specific support to students in the learning community. Additional co-curricular experiences are provided to SME students including service projects in the community, opportunities to attend local theater productions, and academic incentive programs to support successful academic transition to the university.

### 4. Student Life and Leadership (SLL):

- Coordinates a first-year student's first experience as a matriculated student at CSUSM - new student orientation. The full-day program (offered with and without a family member track) introduces students to the campus through small group activities, campus tours, academic advising, and course registration. All of these activities are supported by professional staff members in conjunction with a peer group of student volunteers called the O-Team. A special overnight orientation is currently offered for San Marcos Experience participants and their families.
- Provides a New Student Survival Series, a monthly workshop coordinated specifically for first-year students. Topics include: Getting Involved, Staying Healthy, Managing Time and Stress, Career Opportunities, Safe Spring Break, and Academic Planning.
- Requires all first-year students to participate in an on-line alcohol education course during their first semester. This process is linked to their second-year course registration, and students must pass with a 70% or better to reserve courses into their sophomore year.

## Appendix C

### *Office of the President:*

Athletics, with a reporting line to the Office of the President, has created a first-year learning community for incoming freshman athletes. Each semester, Athletics teaches a special section of GEL 101 designed specifically for the athletes. The course content is in conjunction with University policies in areas such as remediation, educational planning, and campus support services. The course also monitors academic progress (grade checks, monitor course selection and load), while assisting athletes with time management and organization.

Additionally, the Director of Athletics sends regular proactive communication to first-year athletes throughout the academic year regarding the support services on our campus, including the Career Center, Library, Writing Center, Math lab, Language Learning Center, University Advising Center, Faculty Advisors, Faculty, Office of Admissions and Recruitment, Office of the Registrar, Cougar Central (Financial Aid, Cashiers), Cross Cultural Center, Student Health Center, Student Life and Leadership, ASI, etc. The Director of Athletics also communicates with student-athletes about important deadlines and in-house athletic eligibility/events.

To ensure student success, the Director of Athletics works directly with many programs on campus to demonstrate inter-dependency, collaboration, and teamwork:

- The Associate Director of First-Year Programs (GEL) and the First-Year Coordinator-(regarding compliance with remediation);
- Office of Admissions for timely admission, and Records Office for athletic compliance.
- For support in the learning community course, collaboration with the Career Center (GEL 101 career module which defines majors/careers) and the Library (GEL 101 library module focusing on research);
- Student Health and Counseling Services on alcohol education and health/nutrition.

• Director of Housing in University Village for student-athlete housing placement;

• Dean of Students Office, Student Life and Orientation, and University Police for any issues related to safety or judicial affairs.



## **Evidence**

Faculty/Staff Survey Questions by Foundational Dimensions<sup>®</sup> Organization

A Plan for Freshman Success at Cal State San Marcos (Evidence Library Item # 17)

Academic Affairs Organization Chart (Evidence Library Item # 63)

Academic Affairs Organization Chart (Evidence Library Item # 63)

Academic Programs Organization Chart (Evidence Library Item # 64)

Student Affairs Organization Chart (Evidence Library Item # 65)

Instructors for High Enrollment FY courses (Evidence Library Item # 70)

First-Year Programs Advisory Council (FYPAC): Composition and Charge. (Evidence Library Item # 90)

Academic Programs Annual Reports 2003-2007 (Evidence Library Item # 156)