LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES
April 6, 2009
2 -3:45 p.m., Foundation Boardroom

Members Present:  Bobbi Villalobos, Shauna Hagemann, Eva Bagg, Hannah Alford, John Downey, Jordan Fabish, Emily Gehrman, Lisa Goddard, Kenna Hillman, Ruby Icaro, Jannie Mackay, Mark Matsui, Giselle Richards, Tom To

Members Absent:  Casey Crook, Donna Rafanello, Sharon Ratleff, Joan Rudolph

Guests:  Ross Miyashiro, Mike MacCallum

Reference Documents (to members via e-mail attachment):

Hand-Outs:  Orientation Task Force Update (Mike MacCallum), Assessment Update (Jannie Mackay)

Welcome (Bobbi and Shauna)
Bobbi welcomed and thanked members for attending. Bobbi reported that the new student member, Sharon Ratleff, was unable to attend the meeting.

Assessment Update (Jannie Mackay)
Jannie Mackay reviewed and explained the Assessment Task Force Update with the committee. Points of discussion included:

•  Students will not be able to access their test scores until the system indicates that orientation is completed.
•  The State of California is looking for a state-wide test for ESL.
•  The Assessment Task Force report and recommendations have been passed on to Vice President, Student Services, Chris Villa and the task force was disbanded.
•  Pending clarification from the Assessment Task Force on several points, Jannie Mackay will return with a proposal at a future meeting.

Orientation Update (Mike MacCallum)
Mike MacCallum reviewed and explained the Orientation Task Force Update with the committee. Points of discussion included:
• After a two-year phase-in period, students will be unable to register for their second semester of enrollment if the proposed changes to the Administrative Regulations are implemented.
• Although additional barriers may be noted, this update includes all barriers pertaining to orientation listed in the Barriers with Recommendations Report.
• The Orientation Task Force report and recommendations have been passed on to Vice President, Student Services Chris Villa and the task force was disbanded.
• The SSC advised that additional input is needed and that further work is required by a Task Force. It was recommended that additional or new Task Force members be appointed to review and revise this proposal.

Admissions and Records Class Schedule Proposal (Ross Miyashiro)
Ross Miyashiro reviewed and explained the Class Schedule Proposal with this committee. Points of discussion included:
• A very significant barrier is LBCC’s own Schedule of Classes. A complete make-over in content, wording, and formatting is planned. Faculty, in collaboration with the Dean of Student Services, Meena Singhal, will spend time over the summer to review and make recommendations for changes. Faculty members have volunteered for this project; however, Ross Miyashiro suggested they receive a stipend for this work.
• A target date of spring 2010 has been set for the completion of the revision of the Schedule of Classes. Recommendations will be submitted to Meena.
• The Class Schedule Task Force will also review and submit recommendations to revise the on-line version of the schedule of classes. Ross indicated that the cost to include this service in other languages is about $10,000 per language.

Evaluations & Counseling Proposal (Ross Miyashiro)
Ross Miyashiro reviewed and explained the Evaluation and Counseling Proposal with this committee: Points of discussion included:
• Ross Miyashiro will meet with a vendor who will redesign the online student tracking process.
• The completion (by Fall 2011) and implementation of this plan will empower LBCC students to track their own progress. Requirements for completion include:
  o Design, implementation and availability to students of forms (Student Self-Evaluation Request, GE Self-Evaluation and Field Concentration Tracking Forms).
  o Development of on-line counseling
  o Overtime funding may be needed to expedite this process. More counselors are needed.
• Process will include the use of student focus groups. The Registered Nursing Program has volunteered and will pilot this student self-evaluation process beginning next week.

Committee Discussion/Vote on Presentations
Bobbi called for discussion and votes on the proposals.
• **Orientation Update/Assessment Update**  
  o Clarification is needed from the Academic Senate on how the members were chosen for the Task Force.  
  o Questions were raised about the barriers on proposals “matching” those listed on the *Barriers with Recommendations Report.*

• **Class Schedule Proposal / Evaluations and Counseling Proposal**  
  SSC members would like to remove and change the word “tool” used throughout both the proposals.  
  Committee Recommendations:  
  Class Schedule Proposal is approved pending rewording of the proposal, a research template, and inclusion of details presented by Ross Miyashiro but not included in the written proposal.  
  Evaluations & Counseling Proposal – Ross will re-present at a future meeting with a clearer explanation and more detail.

**Student Success Plan Activity Tracking Chart** (Bobbi and Shauna)  
Bobbi handed out the Tracking chart and asked committee members to review and send revisions and corrections to her.

**Minutes 3/23/09 Everyone)**  
Minutes were approved as revised.

**Future Agenda Items**  
• SSC Work Groups (Revised/Second Template Workgroup and Revised Guidelines Workgroup).  
• Report on Title V SKILLS Early Alert progress

Next meeting is on Monday, April 20, 2009, 2-4 p.m., N-101