LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES
April 27, 2009
2-4 p.m. – N-101

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

Members Absent: Joan Rudolph, Casey Crook (excused)

Guests: Daniel Berumen, Helga Wild

Presenters: Ross Miyashiro

Hand-Outs: (5)
1. Four Components of the Evaluation Process (Ross Miyashiro)
2. Student Evaluation Flow (Ross Miyashiro)
3. Student Success Committee Charge & Mission Statement (B. Villalobos & S. Hagemann)
4. Student Success Plan Activity Tracking Chart (Updated 4/27/09)
5. Student Success Committee flow Chart (B. Villalobos & S. Hagemann)

Welcome (Bobbi and Shauna)
Bobbi thanked members for attending and announced that:
• This week marks the one-year anniversary of the Student Success Committee.

A/R Proposal: Academic Progress Tool (Ross Miyashiro) (Refer to handouts #1 and #2.)
Ross gave a follow-up to the presentation at the SSC meeting of April 6, 2009. He reviewed and discussed information contained in the referenced handouts. Additional points of discussion included:
• One goal is to get rid of all paper and switch over from handwritten forms to electronic forms.
• The amount of fiscal support needed is as yet unknown. The Nursing Program will pilot the process beginning Fall 2009.
• The equivalency database will be part of the Laser fiche program which was purchased about three years ago. The process begins with an electronic request form submitted by the student and includes an approved or denied function which will remind department chairs to respond. Department responses, yea or nay, go into separate databases. Access will be available to evaluators, counselors and department heads. Students will receive responses via e-mail and postcard regarding course equivalencies.
• The accuracy of information contained in the equivalency database will be ensured by periodic reviews and the inclusion of “effective dates.”
• Strategy numbers 3 and 11 of the Student Success Plan are addressed in this proposal.

Discussion of Proposal (Everyone)
The committee members voted to approve the A/R Evaluations & Counseling Proposal.

Student Success Committee Flow Chart (Bobbi and Shauna) (Refer to Handout #5) Bobbi and Shauna reviewed and discussed the revised SSC flow chart with the committee. The SSC flow chart was approved by the committee with the following revisions:
• Delete step/notation of appropriate Vice President from first box (step 1) on the flow chart.
• Add/identify responsible VP in Student Success Plan, as follows:
  1. Vice President of Academic Affairs strategies 4, 5, 13
  2. Executive Committee member to strategy 11
  3. Dean of Student Success to strategy 6

(These changes will need to be reflected in the Student Success Plan.)
• Add “Co-chairs will review proposals with the CPC Steering Committee” as the second to the last step on the chart.

Student Success Committee Charge and Mission Statement (Bobbi & Shauna)
Bobbi and Shauna reviewed and discussed with members the charge and mission statement. It was suggested that the committee could do more in the area of promotion. “In the Loop” could be used as a venue to share the committee’s goals and accomplishments and to solicit participation and ideas from the community. These online communications from the committee could focus on one strategy per week.

Student Success Plan Activity Tracking Chart
Bobbi handed out a revised Tracking Chart.

Miscellaneous
• Hannah Alford informed the committee that she has the preliminary findings ready on the success centers. Bobbi will let Hannah know when (at which meeting) she can present this information to the committee.
• Giselle Richards shared information and impressions from the Building Student Success Colloquium at Santa Barbara City College on April 24th. Santa Barbara City College won an award for their implementation of their Student Success Plan. She noted that issues and problems discussed were identical to those we face here at LBCC.

Next meeting will be held on Monday, May 4, 2009, from 2-4 p.m. in Room N-101.