LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES

October 27, 2008
2 -4 p.m., Room F-112

Members Present: Lisa Goddard, Bobbi Villalobos, Hannah Alford, Eva Bagg, John Downey, Jordan Fabish, Sudeepa Gulati, Shauna Hagemann, Kenna Hillman, Ruby Icaro, Donna Rafanello, Tom To

Guests: Helga Wild

Members Absent: Joan Rudolph, Melvin Cobb

1. Welcome and Introductions by Bobbi Villalobos
   Eva Bagg introduced Ms. Helga Wild, who is helping with the development of the LBCC Student Success evaluation plan.

2. Approval of Minutes of the 9/22/2008 Meeting
3. Approval of Minutes of the 10/13/2008 Meeting
   B. Villalobos called for any corrections or comments regarding draft summaries of last two meetings. Minutes of both meetings were approved with following amendment:
      - Include names of colleges represented in recap of conference workshops (Item 2, mtg. 10/13).
   Bobbi Villalobos will follow up and report at next meeting (11/17) on role/participation of committee guests (Item 2, mtg. 9/22). In addition, meeting Summary Notes shall now be identified as Meeting Minutes and will be identified as Draft until approved.

4. Final Planning – Flex Day – Thursday, October 30th, 10:30-11:20 am, D135
   Bobbi Villalobos presented and briefly described to members the handouts which will be distributed to attendees. Packets of eight handouts are as follows (in order):
   - Long Beach City College Student Success Timeline
   - List of Student Success Committee Members (08/09)
   - Student Success Committee Charge and Mission Statement
   - LBCC Basic Skills Student Data
   - LBCC Basic skills Success Plan Schematic
   - Update to the College Planning Committee (dated May 1, 2008)
   - LBCC Basic Skills Student Success Plan, Strategies Summary
   - LBCC Student Success Plan Fall 2007 (dated 12/11/07)

   Members were given some time to review the newly updated Student Success Timeline and asked to send any corrections or revisions to Bobbi Villalobos.
Flex Day Workshop – Program
Index cards will be made available to attendees for their use in communicating questions and/or comments to the committee.

- Lisa Goddard will open the workshop by introducing the members of the Student Success Committee and presenting information on the committee’s purpose and goals.
- Kenna Hillman and Shauna Hagemann will present/conduct an exercise.
- Jordan Fabish will discuss the Student Success timeline and present additional background and historical information.
- Eva Bagg will present information on Basic Skills research and related student data.
- Bobbi Villalobos will discuss the Student Success Committee’s focus points (schematic).
- Donna Rafanello and Melvin Cobb will bring the workshop to a conclusion. Attendees will be informed of ways to submit questions to the committee and to obtain further information.

Note: Bobbi reported that Chi-Chung Keung will look for an intern to work on PR for the Student Success Committee.

5. Reporting Template – Finalize
Lisa Goddard distributed the revised draft of the reporting template. Committee members suggested further revisions and were asked to send these suggestions via e-mail to Lisa.

6. “Matching Your Own Program Against Best Practices”
(Postponed for discussion at next meeting on November 17, 2008)

7. Other Items
- New Committee member, Ruby Icaro (P/T Faculty, Counseling/Athletics) was introduced to the Committee.

- Bobbi Villalobos presented the newly revised LBCC ESL/Basic Skills Expenditure Plan and explained new state reporting requirements. This expenditure plan/report must be submitted annually to the state. Copies of the Expenditure Plan and the Planning Matrix will be sent to Committee members.

8. Future agenda items
Reporting Template – finalize
Expenditure Plan (ongoing agenda item)
Meeting guests – limits on participation (check with Sigrid)
Review strategy/matrix – What isn’t being accomplished?
“Matching Your Own Program against Best Practices”