LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES

September 22, 2008
2-4 p.m., F-112

Members Present: Lisa Goddard, Bobbi Villalobos, Eva Bagg, Donna Rafanello, Jannie Mackay, John Downey, Jordan Fabish, Kenna Hillman, Melvin Cobb, Shauna Hagemann, Sudeepa Gulati, Tom To

Guests: Shannon Runningbear, Rodney Rodriguez

Members Absent: Joan Rudolph

Hand-outs (2): Agenda, Summary Notes of meeting on 9/8/08

1. Welcome and introductions by Bobbi Villalobos

2. Membership Update
The sign-in sheet for today’s meeting is the final list of membership for the Student Success Committee. Regarding question on the role of guests, Bobbi Villalobos will review and determine if there will be limitations placed on guest participation at meetings.

3. Budget Update
This committee will determine the priority of projects. Detailed proposals for projects should be presented to the committee for consideration.

4. Strategy Liaisons – Update/Finalize

5. Reporting Template - Finalize

Lisa Goddard presented and distributed two sample templates (drafted by herself and Jordan Fabish) for the committee’s review. Documents are titled Student Success Committee Mission Statement and Presentation to the Student Success Committee Status of Current Plans and Accomplishments. Send comments and/or suggestions to Lisa Goddard. Suggestions by the committee members included:

- Finalize form template (design, questions, contents, etc.) before presenters report to the committee.
- In order to be more fully prepared, presenters should be provided with these forms prior to reporting to the committee.
- Completed forms should be submitted to the committee prior to the presentation.
- Substitute “Area/Strategy” for “Department” on forms.
• Committee suggested that the contents and questions in the Student Success Committee Mission form be used in the format/design of the Presentation to the Student Success Committee form.
• Added questions:
  What SLO’s are being addressed by your group?
  Which core competency is addressed?

6. Matriculation Update

Jannie Mackay reported that there are four Student Success Committees which have met or are scheduled to meet soon. Per Chris Villa, committees should be able to present tentative recommendations before Thanksgiving. Committees and chairs are:

  Admissions Committee          Ross Miyashiro
  Orientation Committee         Mike MacCallum
  Assessment Committee          Tai Nguyen, Jannie Mackay
  Counseling Committee          Tom To

7. Evaluation Plan Update

Eva Bagg reported that a draft of an evaluation plan has already been prepared by Fred Trapp. She is reviewing it to make any necessary changes.

8. Report – Instructional Specialist – Success Centers

Rodney Rodriguez, Instructional Specialist, Writing/Reading Success Center, reported:

  The Math and Writing and Reading Success Centers are very busy, much busier than normal. The Instructional Specialists are meeting weekly, working to attain uniformity and to correlate activities of the centers. Points of discussion include:
  • The handling of appointments versus non-appointments or walk-ins and the length of appointments. (Average time of each appointment is between 10-15 minutes.)
  • Uniformity in the use of TutorTrac.
  • The Math Success Center is in the process of hiring more and better tutors.
  • A major issue of concern is the lack of adequate space. More tables and chairs are being brought into the centers to temporarily relieve this problem, and available classrooms are being used for workshops; however, PCC does not have many extra rooms. Here at LAC, this problem may be somewhat alleviated when the Writing & Reading Success Center moves to the E building in the spring.
  • Working to make SLA’s more user friendly, creative and accessible. English is working to diversify assignments and to bring English 105 and English 1 courses online.
• Faculty need to have a better understanding of the activities of the Success Centers. Since this summer’s two-hour faculty orientations, many changes and adjustments have been made. Faculty should periodically visit the centers to keep informed.
• Centers are conducting spot-checks on reactions of students. Some tentative conclusions are:
  o In general, returning students used to tutoring like the changes. They like having the tutors, aides, and the variety of offered activities.
  o For the first-time student, this is just another extra thing to do, and some are not too happy about it.
• More tutor hours are needed during the busiest times of the day, and more students are needed to come in during the “slow” hours between 7 to 9 a.m. and 8 to 10 p.m. Students Assistants are also needed.
• Ongoing and better training of tutors is essential so that they can more effectively serve the students. Tutors are trained through the Tutorial Program coordinated by Chris Glover.
• Writing and reading activities will be offered only through the Writing & Reading Success Center. The LAC Multidisciplinary Success Center handles more disciplinary specific activities. Collaboration is needed to determine which center best serves what needs. In the spring there will be some DLA’s for which students could go to any center; however, this is not an option at this time.

9. Other Items
• It was suggested to remove the word “Multidisciplinary” from the Success Centers’ names. Success Centers will be named: Math Success Center, Writing & Reading Success Center, LAC Success Center, PCC Success Center and CTE Center. This change would need to be reflected on the Success Center websites and phone directory. (Review with Oversight Committee; take proposal to College Planning Committee.)

• Reminder: Student Success Conference is next week (October 1-3). Please note that on the first day of the conference (Wednesday, Oct. 1), pre-sessions and concurrent “pre-conference” sessions are scheduled at 9 a.m. Registration and vendor displays are scheduled from 10:00 a.m. to 6:00 p.m. For further information, go to the conference site at: http://www.rpgroup.org/SuccessConf-Main.htm. Discussion of conference should be placed on the agenda for Student Success Committee meeting on October 13th.

• Lisa Goddard requested some members stay for a few more minutes to discuss Flex Day.