LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES

October 13, 2008
2-4 p.m., F-112

Members Present: Lisa Goddard, Bobbi Villalobos, Eva Bagg, Hannah Alford, Jannie Mackay, John Downey, Jordan Fabish, Kenna Hillman, Melvin Cobb, Sudeepa Gulati

Guests: Phyllis Arias, Lee Douglas

Members Absent: Donna Rafanello, Joan Rudolph, Ruby Icaro, Shauna Hagemann, Tom To

Hand-outs (6):
Revised Agenda
Draft -Summary Notes of meeting on 9/22/08
Updated Draft of Reporting Template
Listing of Basic Skills tentative budget
Basic Skills for Complex Lives

1. Welcome and introductions

2. Strengthening Student Success Conference Recap
Conference participants shared with the committee items of interest from various conference workshops:

   Jannie Mackay reported on the Increasing Student Success through Learning Communities Workshop. She noted that particularly successful programs shared key factors, such as:
   • At least one full-time clerical employee and a full-time faculty member
   • More intense and organized interaction between counselors, faculty, administration and Basic skills students (both inside and outside the classroom)
   • Funds were used for additional counseling services

   John Downey suggested that committee members (and all faculty) could spend one hour per week to meet, interact and help students. Faculty should be more visible to the students outside of the classroom, especially at special events (Welcome Week, etc.).

   Kenna Hillman reported on Student Learning Outcomes Assessment Workshop.
   • Value of counseling to help increase effective student learning in the classroom
• The combining of linked courses (such as Math 110 and Math 130) for a better and more effective learning transition
• Improved learning outcomes from the use of on-line lessons traditionally used for disabled students

B. Villalobos distributed *Matching Your Own Program Against Best Practices*, a program self-assessment guide, and asked committee members to review for discussion at next meeting (October 27th). Members were also asked to review the Carnegie Foundation Report, *Basic Skills for Complex Lives*, which outlines recommendations for improvement in five areas of developmental education.

Lisa Goddard reported that, although the numbers are now much greater, statistics actually show the percentage of Basic Skills students has changed little over the last 20 years. It was suggested that improved counseling of students at the high school level regarding requirements and expectations of community colleges would be very beneficial.

Phyllis Arias reported on an online Program Review software From College of the Canyons that LBCC may review.

3. **Reporting Template**

The goal is to make the final version of this form available online for more efficient feed-back to this committee. To obtain the best possible exchange of quality ideas, it is important that those who will complete this form have a clear understanding of its purpose. This committee needs to make sure that users are provided with user-friendly instructions and have access to any relevant background information, including samples of completed forms. All ideas must relate to the strategies outlined in the LBCC Student Success Plan. Participants should know that the goal is the sharing and collection of ideas and that specific funding requests will not be a consideration of the committee.

4. **Flex Update**

Lisa Goddard reported that Flex Day workshop for the Student Success Committee has been scheduled for Thursday, October 30, from 10:30 to 11:20 a.m. in Room D-135. To date, committee members who will participate are: Lisa Goddard, Bobbi Villalobos, Eva Bagg, Kenna Hillman, Jordan Fabish, Melvin Cobb, and Donna Rafanello. All faculty and staff are invited. The purpose of this workshop is to introduce the committee members and to explain its mission and goals to LBCC faculty and staff.

Faculty should be reminded of their involvement in the creation of the LBCC Student Success Plan, and the timeline as dictated by the state should be explained.

A Flex planning meeting will be held on Monday, October 20 at 2:00-3:30 p.m. in Room M-209. Eva Bagg and Hannah Alford will bring sample student schedules. Bobbi Villalobos and Jordan
Fabish will work on the timeline. Please contact John Downey if you can participate. If you have any suggestions or ideas, please e-mail Lisa Goddard before Monday, October 20.

5. **Budget**

Bobbi reviewed with the committee the overall BSI funding and the funds that have been allocated to the Success Centers. She reminded the committee members that the part-time instructional specialists in the Success Centers are being funded by the District, not by the BSI funds and that the administrative Success Center accounts are holding accounts in case a specific Center has additional needs (supplies, tutoring, etc.)

6. **BSI Conferences/Workshops**

Many of these workshops filled and closed very quickly. Many of our faculty who were interested in attending the conference (*BSI Innovation Incubation: Integrating Instruction and support Services, November 21\textsuperscript{st} & 22\textsuperscript{nd}, CSU Pomona*) were unable to register. Bobbi Villalobos will update everyone this week on the status of the registrations.

7. **Other Items**

- Items from summary notes of last meeting of September 22 were discussed. These meeting notes are not final; revisions and additions are welcomed.
- The removal of the word “Multidisciplinary” from the Success Centers’ names will be reviewed, and it was agreed that such a recommendation should be discussed with the Oversight Team and then forwarded to the College Planning Committee.
- It was suggested and agreed that location and time of meetings be included on the draft/minutes.
- An update of committee membership will be forthcoming.
- Suggested item for discussion at next meeting: Hiring priorities (Instructional Specialists)