LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES

November 17, 2008
2-4 p.m., F-112

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

Members Absent: Melvin Cobb, Donna Rafanello, Joan Rudolph

1. Welcome
Bobbi Villalobos welcomed Casey Crook from PE and Athletics as one of the new members of the Student Success Committee.

2. Flex Day Recap
- Flex day was an informative session. It was suggested that another Flex day presentation should be put together. However, for the future, the flex day presentation should be advertised in “In the Loop” so that more faculty and staff would get the information.
- There was not a lot of feedback on the index cards (suggestion cards) that were handed out at the flex day presentation.
  - One comment that was made had to do with the lack of collaboration between the basic skills faculty and the transfer level faculty. It was suggested that a presentation/workshop be put together for the transfer level faculty. How do we inform the transfer level faculty about the basic skills information?
  - Transfer level teachers are frustrated that the basic skills students are in their classes. They would like to have information available to them about the success centers
- The committee decided that the Student Success website is hard to find and that we should have all the information from Flex Day available on the website. We should make the website more user-friendly.
- Basic Skills information is not getting out to the general population. Some ideas for improvement include:
  - Perhaps a sub-committee could be formed to get the information out. Send information out to the counselors so they can give it to the students during peak registration times.
  - Invite the four Instructional Specialists (Emily Gehrman, Heidi Neu, Ladera Rosenberg, and Rodney Rodriguez) to the next department head meeting to give a presentation.
Identify and notify transfer faculty of how the Success Centers can be used to track their students’ progress. A notice promoting how the Centers can assist various disciplines should be publicized “In the Loop.” The committee recommended coordinating this effort with the Instructional Specialists, and it was agreed that Emily Gehrman would be invited to the next meeting to discuss the extra work/traffic for the Success Centers.

- Transfer faculty have expressed interest in Success Center workshops that are content specific and based on certain transfer level classes. This request may cause too much traffic in the centers since English 1 and English 105 will require success center hours beginning spring 2009. The committee will need to get Emily Gehrman’s input on this matter.

3. **Reporting Template**
The draft version of the reporting template (with corrections) was approved. Lisa Goddard will adjust the template so that the College’s Student Learning Outcomes and the Institutional Core Competencies are included. Hannah Alford and Eva Bagg will complete a fill-in PDF file for the committee’s examination, which will also include the Student Success Plan’s strategies and those responsible for the completion of the strategies.

4. **Expenditure Plan/Matrix Timeline Review**
A report was sent to the California Community College Chancellor’s Office on October 15th based on the first matrix. The District’s original submission for expenditures chart may be modified as needed.

5. **Strategies Review**
Strategies 1-13 come from the Student Success Plan. They have been numbered 1-13 for easier reference.

6. **“Matching Your Own Program Against Best Practices”**
- Bobbi Villalobos and Lisa Goddard asked everyone to fill out the survey and discuss it at the next meeting. The committee should review its actions in justifying what we are doing and/or not doing. Bobbi and Lisa thought this would be a good exercise to provide input for the evaluation plan. Bobbi suggested that in one year, the committee should go back and retake the survey in order to review and assess progress.
- Kenna Hillman suggested that the Curriculum Committee review the survey. Clarification was provided that the review is an internal SSC review process.

7. **Evaluation Plan Update**
Hannah Alford, Eva Bagg, and Helga Wild, in consultation with the Executive Vice President of Academic Affairs and the administrator co-chair of the Student Success Committee, are working on the evaluation plan. They will be working with all of the stakeholders, including students, Instructional Specialists, teachers, and administration. The formal evaluation plan will be available in the near future—possibly by the end of the year.
8. Other Items

- Jannie Mackay reported on the Statewide Basic Skills conference. Due to the state economic crisis, there are proposed cuts for categorical money. Since the Basic Skills initiative is important, Jannie does not think that this money will be affected.
- For MIS reporting purposes, more codes for measuring the level of matriculation in the 800 level classes would be helpful. For example, how do students matriculate through the sequence of classes? How do students matriculate within disciplines?
- Multidisciplinary Success Center – there is discussion about changing the name. The Oversight committee will discuss the change and may propose a new name.
- The Matriculation Recommendation Team will present at the next meeting.
- The approval of the agenda and minutes from the last meeting will be carried over to the next meeting.
- Community Relations will be contacted in regards to PR issues.
- Bobbi will send the LBCC Self Assessment, Basic Skills Self Assessment, and Barriers to Student Success to Casey Crook and Ruby Icaro. The committee also decided that the aforementioned documents would be sent to all members of the committee.

The next meeting is scheduled for Monday, December 8, 2008 at 2:00 in F112.