LONG BEACH CITY COLLEGE  
STUDENT SUCCESS COMMITTEE MEETING  
MINUTES  

December 8, 2008  
2-4 p.m., F-112

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

**Members Absent:** Melvin Cobb, Joan Rudolph

**Guests:** Blanca Galicia, Shannon Runningbear, Sigrid Sexton, Chris Villa

1. **Welcome**

2. **Minutes of 10/27 and 11/17.**
   - Approval of the minutes of 10/27 and 11/17 were postponed to the next meeting. Committee members who want to add to the minutes or make corrections agreed to send those changes to Lisa Goddard.

3. **Matriculation Team Reports**
   - Bobbi Villalobos reported that the reporting template process did not work correctly (the computer submission part) and that she and Hannah will work to correct the process.

   - Bobbi reported that there were three presentations for the committee: Counseling, Matriculation, and Learning Communities. She said that the process would be for the committee to hear the presentations, provide feedback, and report to the College Planning Committee.

   - Chris Villa, vice-president of Student Services, provided the committee members with some background on the Student Services working groups. He said there are four teams—Counseling, Admissions and Records, Assessment/Testing, and Orientation. Each team has a charge to address the barriers in the Barriers to Student Success document and create solutions. The team leaders are: Counseling—Tom To, Admissions and Records—Ross Miyashiro, Assessment—Jannie Mackay, and Orientation—Mike MacCallum.

   - Three proposals were presented:
1. Orientation Task Force proposed increasing the number of counselors available at orientation to complete one-semester educational plans.

2. The Matriculation Implementation Team proposed hiring adjunct counselors to provide support services to enhance the integration of counseling and instructional programs, provide “high touch” approach to new and basic skills students at enrollment, streamline counseling the counseling appointment process by providing group sessions during registration periods, integrate counseling into the Success Centers and assist with developing supplemental learning activities.

3. Shannon Runningbear and Meena Singhal, representing learning communities, proposed institutionalizing the learning communities program by providing full-time administrative assistance for the program.

4. “A” Building Plans
   - The members discuss the “A” building plans and the fact that in the current plans, the Assessment Center is not included in the building. Chris Villa explained the process that went into the building plans and that the assessment wasn’t included based on the square footage needed by assessment vs. the actual square footage available. He stated that the Assessment Center would be located in the east wing/side of the M building, so it will be in close proximity to the “A” building.
   - The committee members agreed that further discussion is needed because the location of the Assessment Center is instrumental to the success of students and is an important part of the Student Success Plan.

5. Evaluation Plan
   - Eva Bagg said she and the consultant plan to have a draft of the Evaluation Plan by end of the year.