LONG BEACH CITY COLLEGE  
STUDENT SUCCESS COMMITTEE MEETING  
MINUTES  

February 2, 2009  
2 -4 p.m., N-101  

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

**Guests:** Don Berz  

**Members Absent:** Joan Rudolph  

**Hand-outs (6):**  
Agenda  
Basic Skills Budget Information  
Counseling and Orientation Workgroup Proposal (Tom To)  
Expenditure Report Forms Basic Skills Funds  
Evaluation Plan, LBCC Student Success Initiative (Eva Bagg)  
Student Success Center Student Feedback Survey, Fall 2008 Data, Preliminary Findings  

**Welcome (Bobbi Villalobos)**  
Bobbi announced the upcoming *Strengthening Student Success Conference* scheduled for October 7-9, 2009, in San Francisco. All committee members and Instructional Specialists are encouraged to attend. Sonja will contact everyone regarding registration.  

**Meeting Schedule for Spring 2009**  
SSC meetings for the remainder of the semester are scheduled as follows: Mondays, 2-4 p.m.  
February 9, 23/March 9, 23/April 6, 20, 27/May 4, 11 – Room N101  

**Budget Update (Don Berz)**  
(Refer to handout, “Expenditure Report Forms Basic Skills”)  
- Don said that approximately $2.2 million in BSI funds allocated to LBCC is still available, of which $1.1 million must be spent or charged out by June 30, 2009 or the State Chancellor’s Office will take the funds back. LBCC expenditure reports to state show how we have spent and intend to spend this money by June 30, 2009.  
- Don reported that funding for activities in the Student Success Plan has come from various sources (unrestricted funds, block grants, Title V SKILLS, etc.). This use of varied funding is part of a strategy which will allow LBCC to request future funding from the State.
• Don reported that the Chancellor’s Office has recognized that the LBCC Student Success Plan is unique and is eager to send representatives to gather first-hand more details and information about the plan as soon as possible. LBCC needs to be prepared to show that it has in place a research protocol and that strategies in the plan yield systemic changes.

• The position of Dean of Student Success will be vetted soon.

• Kenna Hillman asked for an explanation of the approval and implementation process for proposed projects submitted to this committee. Bobbi stated that this committee must determine if proposals fit into the scope of the outlined and approved strategies of the plan and that the Committee carries the authority to make recommendations to approve or disapprove.

• This committee will provide to the College Planning Committee ongoing status/progress reports via reports given by the co-chairs of this committee to the CPC.

• Don Berz encouraged more projects which are deemed to be sustainable to be presented to this committee.

**Evaluation Plan (Eva Bagg)**

*(Refer to handout, “Evaluation Plan, LBCC Student Success Initiative”)*

Per Eva Bagg, the Evaluation Plan is still in the development stage. Committee members were asked to review the plan and submit any feedback to Eva. Eva will try to have the outside consultant, Helga Wild, join the next meeting of the SSC.

**Matriculation Request (revised) (Tom To)**

*(Refer to handout, Counseling and Orientation Workgroup Proposal)*

• Tom To presented a revised proposal from the counseling/orientation area. The proposal included the following addition:

  "The proposed plan will consist of a formation of Counselors and Instructors for Student Success (CISS) team to include a counselor, a student peer mentor and an instructional faculty. The objective of the CISS team is to cultivate student success through student engagement, self management and self awareness of the college’s expectations."

• The Counseling Department will coordinate the recruitment and hire of additional adjunct counselors.

• Instructional faculty will be compensated via stipends, not release time.

• To schedule classroom visits, counselors must make arrangements with instructors as early as possible before the beginning of the semester.

• Initial counseling appointments scheduled during these classroom visits will take place in the Student Success Centers.

• Counselors must be available during orientations.

**Minutes of 10/27, 11/17, and 12/8 Meetings**

Members are asked to review prior meeting minutes and forward input to Sonja. Approval of minutes will be on the agenda of the next meeting on February 9, 2009.