LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES
March 23, 2009
2 - 4 p.m., N-101

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

Members Absent: Joan Rudolph

Guests, Instructional Specialists: Ladera Barbee, Heidi Neu, Rodney Rodriguez, Emily Gehrman

Hand-outs: Revised Criteria for Proposals

Welcome (Bobbi and Shauna)
Bobbi welcomed and thanked members for attending. Shauna Hagemann was introduced as the new co-chair of the committee, and members thanked former co-chair, Lisa Goddard, for all her hard work. New members, Giselle Richards (replacing Sudeepa Gulati) and Emily Gehrman (replacing Melvin Cobb), were introduced and welcomed by the committee members.

Success Center Updates (Instructional Specialists)
Rodney Rodriguez (Writing & Reading Success Center)
- Activities for English 105 and English 1 have been added beginning spring semester. There are currently three activities required for each course. Rodney reported that the English department faculty is considering revising English 801, 105 and 1 to include five activities instead of three. Many of the activities can be done by students at all levels, and instructors may choose the activities for their courses from a “menu” that has been created.
- Regarding the issue of uniformity, the centers are still striving to improve accessibility while retaining each individual center’s identity.
- READ 881 with five related activities will be added to the center in the fall 2009 semester.
- For READ 82, students must complete one DLA every three weeks.
- The increase in the number of students has posed no space problem so far (English and Math share space).
- In order to improve efficiency, the time spent with each student is being monitored.
- Kenna Hillman asked if the centers are using TutorTrac for logging and tracking of requirements in different categories. Categories are workshops, directed study groups, directed learning activity, supervised tutoring (650 referral course), and use of resources
(computers, software, books, etc.). The Centers use TutorTrac for tracking student use of the Centers but not for referral to the tutoring.

**Ladera Barbee (Math Success Center)**
- This semester has been a time for refining and streamlining operations. The Math instructors receive a weekly e-mail from Ladera to keep them on track with the SLA schedule.
- There has been a significant increase this semester in the number of students in Math 110 (Elementary Math) that are attending the Center. Math 130 (Intermediate Math) will be added in the fall 2009 semester.

**Heidi Neu (PCC Multidisciplinary Success Center)**
- Heidi is working with Ladera and Rodney to provide needed help for students with English and math supplemental learning and tutoring.
- Flex Day training for supplemental instructors has been scheduled for 2:30-3:30 p.m. in TT100. This will be teleconferenced to the PCC Faculty Resource Center. Faculty who participate in this on-line training will receive flex credit.
- Instructional aides have been receiving ongoing training.

**Minutes – SSC Meeting 3/09/09 (Bobbi and Shauna)**
The minutes of 3/9/09 were approved as revised.

**Finalize Student Success Committee Flow Chart (Everyone)**
As a sub-committee of the College Planning Committee, the Student Success Committee report to that body. The flow chart needs to be changed to reflect this reporting. The chart should also reflect the routing path if a proposal is resubmitted. Hannah Alford will revise the flow chart to reflect these changes.

**Finalize Criteria for Proposals (Everyone)**
- Item number one should read “Supports the Student Success Plan.”
- Add “long-term feasibility” to item #4 to show proposals would entail committed and ongoing projects or programs.
- Items 1 and 2 are identical. Delete item 2, leave item 1.

**Miscellaneous**
- Orientation, Assessment, and Admissions and Records will report at the next SSC meeting.
- The Co-chairs agreed to create a more detailed agenda for the next meeting.
- Committee members should receive proposals at least one week prior to the presentation to the Committee, if possible.
- Presenters should be limited to ten minutes for presentation to the committee.
- Guidelines should include wording to note that periodic updates to the committee are required.
“Support” by the SSC committee means that the members coordinate, direct, integrate and facilitate.

Work group members to produce a second template for reporting are Kenna Hillman, Hannah Alford, and Jannie Mackay.

Work group members to revise guidelines in the reporting template for first-time proposals (to include issues of updates to committee, scheduling expectations and time-limit on presentations) are Bobbi Villalobos, Shauna Hagemann, and Hannah Alford.

Next meeting is on Monday, April 6, 2009, 2-4 p.m., in the Boardroom.