LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES
April 20, 2009
2:00-4:00 p.m. – N-101

Members Present: Bobbi Villalobos, Shauna Hagemann, Casey Crook, Jordan Fabish, Emily Gehrman Lisa Goddard, Kenna Hillman, Ruby Icaro, Mark Matsui, Donna Rafanello, Giselle Richards

Members Absent: Sharon Ratleff, Joan Rudolph, Hannah Alford, Eva Bagg, John Downey, Jannie Mackay, Tom To

Hand-Outs: Title V SKILLS Grant section on the Early Alert System (Kenna Hillman)

Welcome (Bobbi and Shauna)
Bobbi welcomed and thanked members for attending. Bobbi reported that the new ASB student member, Sharon Ratleff, has resigned from the committee.

Early Alert Update (Kenna Hillman)
Kenna Hillman reviewed and explained the Early Alert System as an update report to the committee. Additional points of discussion included:

- The Early Alert Proposal, as part of the Student Success Plan, has its roots in the January 2007 Resource Team Report on Basic Skills (the Deming report) wherein recommendations for early alert counseling, intervention and programs were proposed.
- The proposal addresses Barriers 76, 77, and 78, as outlined in the Task Force for College Readiness Report and pertains to Strategy #10 of the Student Success Plan.
- A Title V SKILLS Grant 2006-2011 incorporates the development of an early alert system. The original developing team determined the use of an outside vendor, TutorTrac, as the platform to handle the early alert system. TutorTrac has been used at LBCC for many years; it is a multi-level tracking and referral system. One component, SAGE, allows faculty to refer students to various student support services.
- Counselors will handle the faculty referrals to student support services. It is hoped that counselors can and will be housed in the Student Success Centers.
- As reported in a previous meeting by the Instructional Specialists, one challenge is that faculty are not using the online referral system for tutoring. They continue to use a paper referral process. Kenna Hillman, Ladera Barbee and Alison Bowers will meet to address the issue of how to encourage faculty to use the online system.
- Training for faculty and counselors is planned.
• Kenna asked members of the committee if those who are teaching would like to be part of the pilot program. Giselle Richards volunteered to participate this summer.

• At mid-semester and before submission of student services referrals, faculty will communicate to students the need to seek counseling and tutoring. Faculty will be able to identify and communicate specific needs for each student in this process. These referrals will then prompt the system to generate email communications to the Student Success Center Check-in station, faculty who referred the student(s), and the students who were referred. Since students are not required to follow through, Jordan Fabish suggested faculty encourage their students by perhaps offering incentives.

• Bobbi suggested the formation of a workgroup to consider possible ways to improve efficiency, communications, and participation by faculty and students. Giselle Richards, Emily Gehrman, Donna Rafanello, Lisa Goddard, and Jordan Fabish volunteered. Jordan suggested having a partial one-day summer meeting to initiate the workgroup. Kenna thanked them for their interest in helping to advance this activity; she shared that at the summer meeting they could review the website and process for faculty referrals, discuss mechanisms for encouraging faculty to use the online referral process, and discuss involvement by the various constituencies.

Bobbi announced that the remainder of the items on the agenda will be tabled until the next meeting on April 27th (2-4 pm, Room N-101).