LONG BEACH CITY COLLEGE  
STUDENT SUCCESS COMMITTEE MEETING  
MINUTES  
October 19, 2009  
2:00-4:00 p.m. – N-101

**Members Present:** Bobbi Villalobos, Hannah Alford, Eva Bagg, Ladera Barbee, Casey Crook, Jordan Fabish, Emily Gehman, Kim Hatch, Ruby Icaro, Edith Kahrs, Jannie Mackay, Nancy Melucci, Donna Rafanello, Lynn Shaw

**Members Absent:** Shauna Hagemann, Kenna Hillman, Mark Matsui, Kaneesha Miller, Giselle Richards

**Guests:** Daniel Berumen, Chi-Chung Keung

**Hand-Outs:** Minutes 9/21/2009

1. **Welcome (Co-Chairs)**  
Bobbi welcomed and thanked members for attending.

2. **Sub-Committee Reports**  
   All Appropriate

   **SI & LC**  
   Bobbi reported that Lee Douglas, Department Head of Learning and Academic Resources, and Chris Glover, Tutorial Program and Supplemental Instruction Coordinator, will be participating on the SI/LC sub-committee. The Small Learning Communities Coordinator from Long Beach Unified School District will attend the next meeting to give an overview of how the Learning Communities program works within the school district.

   **Revise Basic Skills Outlines**  
   Ladera reported that she had contacted Meena Singhal, Dean of Academic Services, regarding the course numbering system at the college. Meena referred her to Fred Trapp, former Dean of Institutional Research. The sub-committee looked at the course numbering systems at nine other community colleges and found that most of them had very logical systems already in place. LBCC is different because of the numbering of basic skills-based classes.

   Ladera reported that the subcommittee had been looking at other ideas for course numbering, other than re-numbering all the courses in the entire college. First would be to re-number to create sequences with classes progressions of “5” with the last 2 digits of the course (example Math 805 to Math 10 to Math 115 to Math 120). Second would be to clean up and standardize the structure of all the flow charts in the Schedule of Classes. Ladera also suggested more widespread utilization of the flowcharts throughout the college by posting them in the departments and classrooms as well as in the College Catalogue. Ladera also suggested that in lieu of changing the numbering system, we could list the classes in order by their titles, and not place so much importance on the class number. The last idea is to include a box in the Schedule of Classes on the page instructing students how to read the class listings that point out that classes numbered 1-99 are transferable.

   Jannie Mackay volunteered to email Ladera a document that has a more logical outline of the progression of basic skills courses at the college. The outline has been used in the past in the
calendars/planners given out to students. Bobbi also pointed out that the subcommittee should also contact Ross Miyashiro, Dean of Admissions and Records, as well.

Matriculation
Jannie Mackay reported that the Math Department has agreed to accept early assessment scores (EAP) from the Long Beach Unified School District. The EAP scores go straight to matriculation and are used to place students. Jannie pointed out that right now there are only 200 students with eligible scores, but LBUSD is working on getting more students to qualify. If the students are in a high level math class in high school, they will take the EAP. She reported that matriculation is still looking into ACCUPLACER as an assessment tool.

Jannie also reported that making it a requirement for students to go through assessment before enrolling is moving through the approval process. She said there would have to be a grace period right before the start of each semester because students who enroll at the last minute may not be able to be assessed prior to that enrollment. Those students would be allowed to enroll but would perhaps have to complete the assessment process either by the next semester or within the first nine weeks of that semester—which is still under discussion. There is also progress being made on the process of accepting assessment scores from other colleges.

Marketing
Chi-Chung Keung, Executive Director, Public Affairs & Marketing, gave the report for the Marketing sub-committee. He let the committee know that while Meena Singhal handles the content of the Schedule of Classes for the college, the Marketing Department handles the “packaging” and is responsible for ensuring that it looks great. He pointed out that over the summer the Schedule of Classes was reviewed by a group of reading and ESL faculty to determine readability. They proposed many changes that would standardize the language in the Schedule of Classes and make it more readable for the students. Some of the changes will be included in the spring Schedule of Classes, with more to follow in the summer Schedule.

Chi-Chung also reported that the college is very interested in making sure that within the community, student success becomes identified with LBCC. The college will have a new tag-line starting in January, “Success Begins Today.” He also showed the committee members the cover for the spring Schedule of Classes. He said the inside of the front cover will highlight Student Success at the college. It will have stories from students, as well as information on all the Success Centers. He asked everyone to share any stories or information they may have with him for future use.

Jannie Mackay mentioned setting up a program similar to Cerritos City College’s iFalcon program. iFalcon focuses on habits of mind for students and the program is supported in class by faculty. In-class time is devoted to the weekly message posted on the iFalcon site.

Kim Hatch commented that the focus on student success and the high standards the students are held to can improve the college’s credibility in the community. The aim is to have people think of LBCC when mentioning student success.
Prerequisites
Jordan Fabish reported that a lot of change is currently happening with regards to the procedure and mandates for establishing prerequisites. She said the subcommittee initially was looking into adding recommended basic skills levels for existing classes, but discovered that it requires the same paperwork as establishing a prerequisite. (At the 11/16/2009 meeting it was clarified that adding recommended basic skills levels requires content review while adding a prerequisite requires a content review and deep research.)

The subcommittee is looking for potential departments and has identified five general education classes with low success rates, high enrollments, and long waitlists. The prerequisite subcommittee members are establishing dialogues with these departments to look into the possible benefits that adding prerequisites would have on the success rates of these classes.

Referral & Tracking
The subcommittee was unable to meet this month but will have a progress report ready for the next meeting.

Teaching Learning Center
Lynn Shaw reported the subcommittee met twice and has formed its own subcommittees. The subcommittees will be visiting other local centers, forming activities for the LBCC center, and investigating the option of connecting the completion of activities to advancement on the salary scale. Phyllis Arias, Department Head, Academic Support & Development/Associate Professor, LAR, has joined the committee.

The subcommittee is also working on a survey for the faculty to see what type of topics and activities are wanted in the center.

3. Evaluation Update
Eva Bagg

Eva Bagg let everyone know that the completed version of the report Hannah Alford presented to the committee last month will be available soon. Helga Wild is currently working on the draft of a report focused specifically on Strategy 7, which will be reviewed by the committee and the department heads involved with the Success Centers.

Eva also let the committee know that student interviews are still in progress. Kim Anderson’s assistant is helping out to make calls to remind students of their appointments. The interviews are focusing not only on the students’ experiences in the Success Centers, but also on their educational backgrounds as well.

4. RP Group Conference Report
(All)

Bobbi reported that there were many workshops focusing on the Student Success Initiative. The conference was a good opportunity to compare LBCC’s progress to other colleges. There was a very inspirational speaker on Friday. He emphasized the concept that faculty needs to understand who their students are and that educational programs need the right people in them to succeed. Jannie suggested possibly coordinating with nearby colleges to sponsor for future events.
5. **New Business**

   All

   Bobbi welcomed Nancy Melucci to the committee. She said she would speak with Gary Scott, acting dean, Trades and Industrial Technologies, to ask his help in encouraging someone to represent that School on the committee.

   Hannah Alford announced that this would be her last meeting as she has accepted a position at Santa Monica City College which starts next month.

6. **Minutes from 9/21/09**

   All

   Minutes of the 9/21/09 meeting were approved as corrected.