LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES
November 16, 2009
2:00-4:00 p.m. – N-101

Members Present: Bobbi Villalobos, Ladera Barbee, Jordan Fabish, Emily Gehrman, Shauna Hagemann, Kim Hatch, Kenna Hillman, Edith Kahrs, Kaneesha Miller, Donna Rafanello

Members Absent: Eva Bagg, Casey Crook, Ruby Icaro, Jannie Mackay, Mark Matsui, Nancy Melucci, Giselle Richards, Lynn Shaw, Sharon Clark

Guests: Kim Anderson, Daniel Berumen

Hand-Outs:
Minutes 10/19/2009

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

2. Sub-Committee Reports

SL & LC
Bobbi Villalobos reported that the meeting with the Long Beach Unified School District representative for Small Learning Communities at LBUSD will be rescheduled. The sub-committee met still and reviewed seamless education. The sub-committee also reviewed LBCC’s Learning Communities website, which will be updated soon. The sub-committee also discussed equity in existing learning communities on campus.

Revise Basic Skills Outlines
Ladera Barbee informed the committee that the subcommittee had been involved mostly in research and preparing of the new flow chart for the sequence of classes in the Math department. She stated that it was more of a visual change, as the content is still the same. Jordan Fabish asked Ladera about the status of re-numbering classes. Ladera pointed out that renumbering of courses would have to occur in all departments on campus to create consistency and minimize confusion for the students. Bobbi said she would set up a meeting with Ladera and Meena Singhal, Dean of Academic Services to discuss the idea.

Marketing
The Spring 2009 Schedule of Classes with the new slogan, “Success Begins Today” has been released. Bobbi showed a copy of it to the committee. Bobbi said if anyone has any students they would like highlighted on the Student Success page inside the cover, please contact Chi-Chung Keung, Director of Community Relations & Marketing, as they would like to include the Student Success page in future Schedules of Classes.

Prerequisites
The Prerequisite sub-committee met on November 9th. Kim Anderson, ASLO Coordinator attended the meeting and will be joining the sub-committee. Jordan Fabish noted that the sub-committee is still looking into general ed courses that have low success rates, high enrollments, and long wait lists. There are currently other groups on campus that are looking into similar topics and coordinating efforts with them may be beneficial to all involved.
Daniel Berumen, Research Analyst I, has joined the sub-committee as well. He is currently looking at data from Reading courses to determine whether students with reading proficiency do better in History, Political Science and Psychology courses, than those who are not proficient in reading. He will have more information to present at the next sub-committee meeting.

Jordan commented that the sub-committee wants to have as much data as possible when it starts to approach departments regarding adding skill level recommendations to their courses. Bobbi Villalobos asked Kim Anderson if anyone she knew of included pre-requisites in their program plans and Kim replied that she knew of no one. Kim Hatch then asked Kim Anderson if it is realistic to ask departments to add pre-requisites and she replied that at the moment it’s an extremely slow process. She added there is currently some talk of changing the requirements at the State level, but it will be slow moving. Bobbi asked Kim Anderson if other colleges were attempting to add prerequisites as well, and she said because the process is so slow and difficult that no one is attempting it at the moment.

Art History has already instituted recommended skill levels for their courses starting this semester. The sub-committee will look into the success rates for those classes. Kenna asked Daniel about transfer students and how they would be considered in data collection. He noted that they could look at the challenge forms submitted to get needed data.

Shauna asked Jordan about the possibility of looking at “gatekeeper” classes. Jordan commented that the sub-committee had not yet begun to look at those classes. Daniel pointed out that they were looking at the high enrollment, low success, long waitlist classes to minimize fears of lowering enrollment.

Referral & Tracking

The counseling department is working on an updated job description to get Early Alert up and running. They want to see who is interested in running the program and to make the expectations of the program clear.

Teaching Learning Center

The Teaching Learning Center’s opening will be Tuesday, December 8th. The center’s schedule is still being set up, and it will be located on the first floor of the Library building in L-165. At the last meeting, the sub-committee discussed the idea of mini-grants or human resources offering courses to advance employees in the pay scale for attending the TLC “courses.”

Bobbi let the committee know that there would be a large library of resources available for use, such as a collection of New Directions for Community Colleges by Jossey-Bass, which had been donated by Don Berz, Executive Vice President, of Academic Affairs.

3. Evaluation Update

Daniel Berumen

Daniel reported that multiple choice surveys will be given in the Success Centers for the rest of the semester. There will also be surveys taken in 50 random classes with SLA requirements. The hope is to get information from students who either don’t finish or never visit the Success Centers. The in-class surveys will be short, approximately 12 questions. The instructors of the classes selected to complete the survey will have three weeks to turn them back in. Daniel is hoping for at least a 50% return rate. It was also pointed out that efforts should be made to ensure students don’t think that the Success Centers are only for underprepared students.
Bobbi talked about the progress report on the student success effort that was presented to the Board of Trustees on November 10. The report included an overview of the committee and a reminder of the goals. The report also included data showing the increases in success and retention of students in courses with SLA requirements.

4. **New Business**  
   All  
   There were questions about the AA degree applicable level of math. Math 130A is the requirement. Ladera said she would look into adding it on the flowchart.

6. **Minutes from 10/16/09**  
   All  
   Minutes of the 10/16/09 meeting were approved as corrected.