LONG BEACH CITY COLLEGE
STUDENT SUCCESS COMMITTEE MEETING
MINUTES
August 24, 2009
2:00-4:00 p.m. – L-255

Members Present: Bobbi Villalobos, Shauna Hagemann, Hannah Alford, Eva Bagg, Ladera Barbee, Casey Crook, Jordan Fabish, Emily Gehrman, Lisa Goddard, Kenna Hillman, Ruby Icaro, Jannie Mackay, Donna Rafanello, Giselle Richards, Lynn Shaw

Members Absent: Mark Matsui, Joan Rudolph

Guests: Helga Wild, Daniel Berumen

Hand-Outs:
Minutes 5/11/2009

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

2. Tracking Chart and Updates (Bobbi)
Bobbi presented an updated Student Success Plan Activity Tracking Chart that included information from the previous meeting (5/11/2009). Bobbi pointed out the section 3d. where, under status, it indicated a resubmission of the DSPS proposal would be necessary for further consideration.

Bobbi let everyone know that for Strategy 3b., faculty members are in the process of reviewing the Schedule of Classes on a sentence by sentence basis for readability. The Committee will be updated once the process is completed. The plan is to have the changes implemented for the Spring 2010 Schedule of Classes. Jannie pointed out that the online version of the Schedule of Classes should be reviewed as well. Bobbi agreed to talk to Ross Miyashiro, Dean of Admissions and Records, about the online version.

3. New Approach to Business (Shauna)
Shauna and Bobbi presented a “new approach to business” for the Committee members consideration that they believed would make the Committee more efficient. In the new approach, they suggested forming subcommittees that would address specific strategies of the Student Success Plan. These subcommittees would meet once a month for an hour and then report back to the Student Success Committee at a monthly meeting. Committee members would join the subcommittees based on their specialties and interests. They would invite participation from “area experts” on campus. Bobbi and Shauna also presented a proposed subcommittee meeting schedule that would allow Committee members to be on more than one subcommittee.
Kenna asked who would decide which “area experts” would participate on the subcommittees. Bobbi said that the subcommittee members themselves would determine which “area experts” should be included. These “area experts” would not be members of the Committee.

Bobbi and Shauna suggested that Strategies 1, 2, 5, 6, and 8 did not need subcommittees since the strategy had been implemented and that Strategy 13 might not be ready for action at this time. After a brief discussion, everyone agreed that a subcommittee should be formed for Strategy 13. The meeting schedule will be revised to include meeting dates for the new subcommittee.

The subcommittees will be as follows:

**Supplemental Instruction & Learning Communities** (Strategy 7 and 9)-Jordan Fabish, Kenna Hillman, Ruby Icaro, Bobbi Villalobos

**Revise Basic Skills Outlines** (Strategy 4) Ladera Barbee

**Matriculation** (Strategy 3) Jannie Mackay, Casey Crook

**Marketing** (Strategy 11) Shauna Hagemann, Giselle Richards, Bobbi Villalobos

**Referral and Tracking** (Strategy 10) Hannah Alford, Eva Bagg, Kenna Hillman, Donna Rafanello

**Teaching Learning Center** (Strategy 12) Emily Gerhman, Ruby Icaro, Lynn Shaw

**Prerequisites** (Strategy 13) Hannah Alford, Jordan Fabish, Ruby Icaro, Jannie Mackay

**4. Evaluation Plan Update** (Eva)

In May, Hannah presented the Fall 2008 completion and success rates for courses with Supplemental Learning Assistance hours. She said that the analysis of Spring 2009 should be completed in a few weeks. Daniel Berumen, research analyst, has also completed an analysis of Fall 2008 for the CTE area and will present the report to the Committee at a future date. A student survey was piloted in the Writing & Reading Success Center over the summer and will be implemented in all Centers this semester.

Helga Wild, research consultant, discussed the idea of looking at the student experience in the Centers by having surveys in the Centers as well as in the appropriate classrooms. She wants to find out why students stopped coming to the Success Centers to complete their directed learning activities and/or why they never came at all. She reported that she and others will also be conducting interviews with students that have SLA classes.
5. Teaching Learning Center (Bobbi)
Lynn and Bobbi worked on plans for a Teaching Learning Center and reported that a location for the TLC may have been found. Bobbi reported that President Eloy Oakley is a supporter of the TLC. They are hoping to have the Teaching Learning Center open for the Fall flex day, October 28.

Lynn reported that as part of faculty development, an On-Course workshop will be September 10-12. Currently 23 of the 50 participant openings are filled. It will be held in the O South building.

6. Conferences (Co-Chairs)
The RP Group Conference will be held in October in San Francisco.

The Academic Senate for CCC Conference will be held October 29-30th in Los Angeles. It will focus on maintaining student success in hard times.

The BSI Coordinator Workshops are September 17-18th in Newport Beach. Bobbi and Shauna will be attending.

7. Minutes from May 11, 2009 meeting
The minutes of the May 11, 2009 meeting were approved as corrected.

The next meeting of the SSC will be held on Monday, September 21, 2009, from 2-4 p.m. in room N-101.