1. **Approve minutes from November 5, 2014 Meeting** – minutes from November 5 meeting were approved with some corrections.

2. **November 18, 2014 Coach Visit Debrief and Follow-Up** - C. Norris reported on last week’s Coach Visit to West. She thanked everyone who participated in the visit. The data coach came to West and met with the administration and faculty. W. Jones asked if he could obtain a copy of the book, *The Discipline of Execution*. C. Norris recommended putting in a request to the library.

3. **Intervention Planning / Updates**
   - Professional Development - One Book – Focused Inquiry Group (FIG) Susan Trujillo reported that the first meeting was held on November 18, 2014. The group discussed criteria for selecting a book. The book selected should be one with an engaging story and be approximately 200 pages in length.
   - Spring 2015 Summit – February 6, 2015 – K. Manner has invited West faculty to apply and will conduct a presentation on innovative strategies and student success. Melinda Smith will present on flipping the classroom.
   - Discipline Advising – Helen Young briefed the committee on a report coming from Patty Banday for spring 2015 program orientations. SSS&P will have a report out in February 2015 when everyone has returned.
   - Enhanced Tutoring – face to face tutoring – using Google – T. Russell reported they look forward to increasing the number of participants. They are working with Black Scholars. The Student Success Committee is responsible for two of the objectives in the Educational Master Plan. One of those is strengthening effectiveness of the coverage of the tutoring program. T. Russell has been working hard on supplemental instruction which includes online tutoring and tutoring in collaboration with the Learning Center. T. Russell has been working hard on supplemental instruction. K. Walton reported that they are placing tutors in the classroom with an emphasis on math and English with a liaison point. She hopes to obtain funding by spring 2015.
   - K. Walton needs data and information on what’s working and what’s not working for students in the classroom. A. Foster reported that some divisional reorganization was done this year and is requesting feedback on what direction the college can go in. This needs to be placed on the table so a recommendation can go to the Senate to take to the President. How do students access learning skills now and what coordinated
efforts are being made with Learning Skills and Student Services? Students can
access courses through Plato and meet outside of T. Russell’s office as there is no
dedicated lab space now. Learning Skills is separated from Learning Resources.

R. Tillberg asked if it would be appropriate for this committee to develop a proposal
for Learning Skills with Learning Resources so that students can access appropriate
resources.

A recommendation was made to start a dialogue now about instructional and
support services in math and English first. The committee agreed to invite players to
the meeting who can benefit from brainstorming. P. Braxton suggested conducting a
viability study to explore and reenergize programs. The committee agreed to form a
work group to explore and discuss instructional support services for student success.
This committee will bring this recommendation to the Senate.

4. **Committee’s Next Steps**

   Student Poster Showcase is scheduled for May 15, 2015. H. Bailey-Hofmann has led
   this for the last four years and is stepping down now. This is connected to SS Committee
   and SLO Committee. A formal process will be worked out for the appointment of the
   Showcase Director. A job description for the Showcase Director created by H. Bailey-
   Hofmann was distributed to committee members. High School Day at West will be held
   on Friday, March 20, 2015.

   **Educational Master Plan**
   There was discussion about the Summer Bridge program. Math classes have to be
   included in Summer Bridge. English could be paired with personal development
   classes. Develop a cohort with math – look at test, re-test model, also get students
   prepared for the test. Summer Bridge meeting – P. Braxton will send out a meeting
   invitation.

5. **DREAM Conference**

   Achieving the Dream (ATD) Conference -February 17 - 20, 2015, Baltimore, Maryland.
   Anyone interested in attending this conference please notify C. Norris.

6. **LACCD SSI Report**

   LACC - February 27, 2015 – Developmental Pathways Summit
   ELAC - March 27, 2015 – Culturally Responsive Teaching Summit
   UC San Francisco - December 12 – LACCD Men of Color Research Results Presentation
   Black Men Summit – March 5 and 6, 2015 – student equity

7. **Upcoming Events:** Off-Campus Holiday Reception– Thursday, December 11, 2014 at
   RSVP to Vicky Nesia by Friday, December 5, 2014.

   The meeting adjourned at 4:30 p.m.

   The next meeting will be held Wednesday, February 11, 2015.