

STUDENT SUCCESS COMMITTEE MEETING MINUTES

May 6, 2015

GC210K 3:00-4:30pm

Meeting convened at: 3:05 by Clare Norris-Bell

Attendees: F. Leonard, W. Jones, C. Norris, K. Quitschau, M. Apigo, A. Taylor, A. Boateng,

1. Approve Today's Agenda and Minutes from April 1 Meeting (3:05)
M. Apigo suggested to add two attendees, A. Taylor suggests December approval Under items of approval..., remove template from pages after one, Movsisyan misspelled, Quitschau misspelled, p.2 remove POPP replace with Paralegal Studies, dental hygiene, etc., Student showcase: 4th floor, update meeting times/dates on template

2. Accreditation Self-Evaluation Follow-Up (3:15)

Volunteers needed to collect evidence to show College is meeting standards, Taylor suggests pairs of volunteers, blank under 2.A.4 example of important evidence, reviewed May 11 and June 8, full draft needed by Flex Day, reminds faculty to be involved in process before Flex Day, Movsisyan will email Taylor remaining articles for Etudes, Norris asks group to submit missing information for standards spreadsheet, Taylor says report will now include quality focused essay, midterm report will focus in essay, basing essay on educational master plan, Apigo suggests focusing on goals within plan's timeframe

Goals:

Dedication to Learning

Programs and Response to Student Needs

3. Intervention Planning/Updates (3:30)

Instructional Support Workgroup Recommendations (Norris), concerns with President not taking rec, added 2nd recommendation, asks for questions/comments from group, check EDUC class codes, timeframes for viability studies, Senate will present first recommendation to President, 2 is contingent on action taken on first item, Senate can act on recommendation if President denies (Boateng), President controls faculty decision (Norris), voting on both recommendations 8 members approve recommendations go forward

a. Enhanced Tutoring

- Have a vision for our "desired" outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the "parking lot" for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

Meeting
Dates | Times | Location
in GC 210 K, 1:00 pm

Spring 2014:

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.



Vision WEST: A gateway to success for every student.

Our Mission: West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

STUDENT SUCCESS COMMITTEE MEETING MINUTES

- i. ACTION: Instructional Support Workgroup Recommendations
- b. Professional Learning – Manner – Culturally Responsive Training Program, deadline is May 22, 2015, Prof Subgroup developing professional learning plan (Apigo),
- c. Semester Kickoff (Braxton) - discussed at last meeting, C. Alcala not present, focus on Summer Bridge, programs recruiting students, orientations, campus tours, targeting new students/outreach, Saturday events for families, instructors recruiting students for low-enrolled classes, each program should organize orientations should there be no official Kickoff, Apigo suggests scaling down Kickoff with mainly coordinating department orientations, Boateng suggests focusing on orientations for existing groups, tours, to promote departments, first-year experience students, Dr. Jones suggests event with faculty representing their colleges as an outreach opportunity, Gallegos suggests themed events by divisions as , Clare suggests ASO Rep attend meetings regularly, group agrees to scale back Kickoff, orientations vs. information sessions (existing students vs. potential students) , important to include new faculty member (Jones), semester-at-a-glance sheets for students (syllabus information, dates, etc.), faculty should take pictures for webpages and website on Flex Day
- d. Discipline Advising- 4:10
Pilot CTE programs developing road maps, meeting with students, sending early alerts to faculty,
4. Coach Visit Feedback -4:26
Send responses to annual reflection (Norris)
5. Annual ATD Reflection -4:15
Survey important to completing annual reflection, narrative section where results from survey will evaluate College, due June 1st, data points and measures are important to review (Apigo), reviewing last year's goals to meet current year's
6. BSI Coordinators' Event Report (4:05-4:10)

Meeting
Dates | Times | Location
in GC 210 K, 1:00 pm

Spring 2014:

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.



Vision WEST: A gateway to success for every student.

Our Mission: West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

STUDENT SUCCESS COMMITTEE MEETING MINUTES

7. Student Poster Showcase & WestFest (4:20)

Play opens May 7, distributed calendar of events (Porter), poster showcase judging, street painters will be doing art in sidewalks and walkways, West72 Film Festival, attempting to prepare red-carpet portion of event, ASO website, students can vote on short films

8. Committee Business (4:10-4:20)

- a. Post Reorganization HAPPY HOUR! Date & Venue
- b. Membership
- c. Educational Master Plan: Student Success-Related Action Items

9. Items of Interest (4:20-4:25)

- a. SS&SP-4:26

Broadening assessment, lowering scores, accelerated learning, considering high school gpa, finishing cut score survey (all English and Math students regarding placement)

- b. Summer Bridge/First Year Experience

10. LACCD SSI Report (4:25-4:30)

- a. ATD Retreat LA City College May 29 8:30-2:00 needs 7-10 members to attend (Norris)

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

**Meeting
Dates | Times | Location
in GC 210 K, 1:00 pm**

Spring 2014:

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.



Vision WEST: A gateway to success for every student.

Our Mission: West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

STUDENT SUCCESS COMMITTEE MEETING MINUTES

11. Upcoming Events: Retirement and Reorganization HAPPY HOUR! (TBD); Venues and date suggestions needed (Norris) Student Poster Showcase (May 14); LACCD ATD Retreat (May 29); BSILI (June 14-19 Arrowhead)

Meeting ended at 4:35 pm

DRAFT

**Meeting
Dates | Times | Location
in GC 210 K, 1:00 pm**

Spring 2014:

Feb. 19 Wed,

Mar 17, Mon.

Apr 17, Thurs.

May 12, Mon.

- Have a vision for our “desired” outcome
- Be present and committed to the task at hand
- Listen to new ideas
- Start and end on time
- Speak to an issue only once
- Send meeting resource information electronically in advance for review and preparation in order to contribute to substantive discussion at the meeting.
- Place new items in the “parking lot” for a future meeting agenda.
- Seek facts and data to inform discussions and decisions.

Vision WEST: A gateway to success for every student.

Our Mission: West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.

