West Los Angeles College
Student Success and AtD Core Team
December 7, 2011 Winlock Lounge

**Present:** Celena Alcala, Mary Jo Apigo, Patricia Banday, Sue de Bord, J.A. Friedman, Dominique Hall, Jiovanni Hylton, Norma Jacinto, Clare Norris, Ashok Patil, Mark Pracher, Karen Quitshau, Matt Robertson, Timothy Russell, Buck Stapleton, Rebecca Tillberg, Vidal Valle, Helen Young
**Data Team:** Elizabeth Bell, Matt Robertson, Nancy Sander,

**Student Success Committee**

1. New format
   a. First 30 minutes will be Student Success Committee
   b. Business- Core Team can attend beginning at 3PM

2. Report from Tim Russell
   Funds from Basic Skills were requested for the following items: Supplemental instruction for ESL; support for Student Success Poster Session coordinated by Holly Bailey Hoffman; and additional funds for UMOJA tutors were requested.

**Core Team Report**

1. Introduction to the web page & links to Student Success Committee, district and AtD websites.

2. Completion Agenda – What will it take for students to achieve their goals?
   a. The AtD principles were reviewed.
   b. Broad engagement of the college that is ongoing was discussed.
   c. Systemic improvement must be a consideration.

3. During the visit by the Coaching Team, alignment with the college vision, mission and goals were reviewed. Indicators were posted. The college must continue to work on alignment.

4. Policy and Procedure Analysis
   a. All colleges in the district are also working on this.
   b. The Fishbone exercise was completed for the college.

5. Data Findings for WLAC
   a. Data Explored: Demographics, high school API, full time, part time, persistence, completion, student survey. Ethnicity and equity are important because of the 20% gap in performance ethnically.
b. Disciplines with small gaps in student performance have strong support systems.
c. English and math poor completion rates.
d. There is a low enrollment full-time student.
e. 60% of all students complete 30 units in 6 years
f. A majority of students complete high school grades with English as first language but many of these students are not as successful.

8. Over next 2 months the AtD group will select 3 items to prioritize.

6. Readiness Assessment (Survey Monkey)
   a. SSC completed the readiness Assessment for the application but response was small.
   b. The group recommended a survey monkey be sent to faculty for broad engagement and inclusion.
   c. Adjunct faculty should be surveyed as providers of the majority of instruction. The survey could be sent out Friday and targeted to faculty, staff, and students.

   a. Instructional divisions need to know who is participating in the program.
   b. Students with majors also need to be identified.
   c. Three college priorities must be identified in preparation for the AtD institute.

8. Leadership Retreat findings were reported.
   a. Best Practice – Holly Bailey-Hofmann Student Success poster session
   b. Mirror-Mirror – Follow up on goals & survey to plan next year’s retreat
   c. Coaching Visit included an analysis of policies and procedures, and a discussion of broad engagement of the college.
   d. Broad Engagement -- The leadership retreat had 106 participants; plans must be made to engage the rest of the college.
   e. Homework:
      (1) Examine the list of data team concepts and improve on the list.
      (2) Include equity issues.
      (3) Links will be sent to the committee.

6. Working groups will meet in January 2012 to determine the logistics of the focus groups: Millennials, Gen X, Adjunct Faculty, and Online Chat, or Phone Conference groups. Leaders for groups and training of facilitators must be determined. Meetings: January 18 at 2:30pm, February 1 at 2:30p.m. and February 8 at 2:30pm