STUDENT SUCCESS COMMITTEE/ACHIEVING THE DREAM
West Los Angeles College
Winlock Lounge

Minutes of the Meeting

Present: J.A. Friedman, Clare Norris, Karen Quitschau, Matt Robertson, Tim Russell, Mary Jo Apigo, Sue de Bord, Betsey Regalado, Angel Viramontes, Fran Leonard, Holly Bailey-Hofmann

The meeting began at 2:45 p.m.

Minutes will be distributed electronically.

Discussion Items:

1. Announcement of the “BSILI” conference, June 3-7, 2012. This is part of the 3CSN’s 4th Leadership Institute in Lake Arrowhead. Tim Russell attended last year and reported that activities were very beneficial to the leadership development of faculty in the implementation of change around student success. Last year, Nancy Sander presented on the contextualization of ESL in transfer level courses.

2. Poster Project Showcase: Holly Bailey-Hofmann
   a. A list of student participants and instructors was distributed. The Poster Project Showcase has expanded from one instructor to 7 and includes, English, Dental Hygiene, and Math. The project enhances the public speaking, writing and graphic presentation skills of students. Instructors work together to serve as resources. Elizabeth Bell has been making presentations to classes requesting assistance in how to prepare a professional poster session.
   b. There will be 4 categories of judging this year: class project, extra credit, advanced level class project, and advanced level extra credit project.
   c. The Committee discussed sustainability of funding by linking to the LEARN Model, or providing opportunities for private donations.
   d. Judges have been identified and committed.
   e. There was a request made for volunteers. Sue de Bord volunteered to pick up the pizza.
   f. The Committee will explore funding from Basic Skills.

3. Focus Groups
   a. A student focus group of African-American students participated in the last focus group.

4. College Culture Survey
   a. The survey was reduced from 63 to 11 items. Would like to include how instructors handle discord in the classroom. There is a need to
identify how a faculty member responds to confrontational students and how might the faculty member change in a response.

5. Student Services Plan: Betsey Regalado
   a. There was a presentation on self-service options in student services and the goal to expand the quality of self-service.
   b. Students have been introduced to self-service and new innovations will be available such as ordering parking online, E-Trans for electronic transcript distribution, and Degree Works enhancements. Students will be encouraged to bring their SEPs to the counseling appointment. There is an exploration of using NEMO texting to avoid lines, so students could be notified by phone when their time for service is being called.
   c. Early Alert will be modified so that not only will the faculty notify the students about academic difficulty, but the referral will also go to student services as well.
   d. Triggers for Financial Aid eligibility:
      i. Only permitted for 12 semesters.
      ii. Drop below 50% of classes.
      iii. GPA below 2.0
      iv. Student exceeds 90 units.

6. The Committee moved to extend the meeting by 10 minutes (consensus).
   a. The 5 Committee Goals were reviewed.
   b. There is a need to identify how much math and English contextualization is being conducted currently in CTE classes.

7. The ATD Data Coaches will be returning to the college next week. Committee members were asked to select a session to attend.

The meeting adjourned at 4:15 p.m.

Respectfully submitted, JAF 4-12-12