West Los Angeles College

Minutes of the Meeting
Student Success Committee
Winlock Lounge
Wednesday, January 19, 2011
3:00 p.m.

Present: Adrienne Foster, Judith-Ann Friedman, Norma Jacinto, Fran Leonard, Oliviera Limpid, Ahmed Moshin, Clare Norris, Karen Quitschau, Matt Robertson, Timothy Russell, Rebecca Tillberg, Vidal Valle

I. Discuss Foundation Skills Plan
   Discussion
   The Committee provided feedback for revision of the Plan.

   Action
   Kell Stone will be contacted to assist in the revision of the PDF file for submission to the Academic Senate for reading at the meeting February 8, 2011.
   ASO will be provided a revised copy for review and input prior to submission to the Senate.

II. The Committee plans to finalize plan for distribution at the February 22, 2011 Academic Senate Meeting.

III. Assess Next Steps

   A. CAI and Tutoring Centralization:
      Discussion
      All tutoring will be centralized in HLRC effective immediately
      Audit scrutiny – accountability necessary
      Action
      Motion to centralize tutoring in HLRC MSP
      Forward Recommendation to Senate for 2/8

   B. Program Review of Learning Communities
      Discussion
      Program Review is useful for Learning Communities because it links innovations to budget and ultimately sustainability and institutionalization.
The Program Review process in Learning Communities has far reaching implications. It would give coordinators, faculty, and staff the opportunity to justify the need for reassigned time, clerical support, and budget for support.

**Action**
Move that all Learning Communities at West participate in the program review process. **MSP**

**C. Budget**

The Committee tabled this discussion to the next meeting while Helen Lin is researching funding dates and reconciling past accounting.

**D. Getting a Student's Perspective**

**Discussion**

ASO President, Ahmed Moshin supported the plan and called it "great" and said that it makes the ASO president's job easier.

**Action**
Ahmed will put Student Success Committee issues on ASO agenda. He committed to get back to the committee with student feedback on the plan.

**E. Role of Assessment in Student Success**

The committee would like to clarify the following:

1. How often students can reassess.
2. Check the Matriculation Plan for specific policies in place for assessment.
3. Add more information about assessment to WLAC home page.
4. Give students info about assessment as frequently as possible (text/email/fb)
5. Diagnostic testing – included in plan, requires funding and staffing. Students indicate that diagnostic assessment would identify gaps more specifically.

**Future Agenda Items**
Prioritize Actions in Plan – Link with Program Review (resource request for Basic Skills)
How will we monitor the implementation of the plan?
How do we share the plan with college community?
Division chairs
Joint council
Consider connection with Achieving the Dream.

The Next Meeting: Wednesday, February 16, 2011 at 3 p.m. Winlock Lounge

Rules of Operation

• Speak to an issue no more than two times.
• Have a vision for our “desired” outcome.
• Be present and committed to the task at hand.
• Listen to new ideas.
• Establish a “parking lot” for any unanswered questions.
• Complete assigned homework after each meeting in preparation for the next meeting.
• If we need to spend more time discussing an issue/item, we will meet more frequently.
• Contribute your valuable input by reading documents, reports, etc. outside of meetings, taking and prioritizing notes, and using meeting time for in-depth discussions.