Report to the Academic Senate  
March 13, 2012

Student Success/AtD Committee Noticed Motion:

NOTICED MOTION: Approve the three priorities identified by the AtD Core Team for the college to work on in coordination with the AtD initiative:

1. Increasing the number of West students who successfully complete the math sequence from Math 112 through Math 125 within four years.
2. Increasing the number of West students who successfully complete the English sequence from English 21 through English 101 within three years.
3. Increasing the number of West students obtaining a degree and obtaining a certificate.

Amended motion:

Approve the four priorities identified by the AtD Core Team for the college to work on in coordination with the AtD initiative:

1. Increasing the number of West students who successfully complete the math sequence from Math 112 through Math 125 within four years.
2. Increasing the number of West students who successfully complete the English sequence from English 21 through English 101 within three years.
3. Increasing the number of West students obtaining a degree and obtaining a certificate.
4. Addressing equity/Closing achievement gaps (specific wording to be finalized before March 26 Senate meeting).

• February edition of AtDetails newsletter published online February 24 and distributed in print February 28.

• A team of 12 members of West faculty, staff, and administration attended the AtD D.R.E.A.M. conference in Dallas February 28-March 2. Several members of that team reported back to the Student Success Committee at its March 7 meeting. Please check the minutes on our web site for details from those reports.

• The team has conducted two more focus groups since its last report and will work with the college’s data coach, Kriesta Watson on her next visit March 21 to set up online and other focus groups.

Upcoming Events:
Special Meeting to discuss equity: Monday, March 19 3:30-5:00
Data Coach Visit: Wednesday, March 21 Time and Venue TBD
Tentative Coach Visit: April 16-17
Implementation Proposal Draft due April 15 / Final proposal due May 15

Next Meetings: April 11, May 2, and June 13

West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success.
Minutes of the Meeting

Present: J.A. Friedman, Clare Norris, Karen Quiteschau, 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.
   b. There will be an online focus group piloted possibly with students from LSK 73.

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
Themes from ATD Focus Groups

1. How do you spend your time on campus?
   a. Going to the library (12)
   b. Exercising (4)
   c. Tutoring (3)
   d. Getting a snack or lunch
   e. Computer lab
   f. Joins a study group for International Students
   g. Hangs out with friends

2. Why did you choose WLAC?
   a. Closest college (5)
   b. Friends (3)
   c. Safe
   d. Small campus
   e. Helping teachers
   f. Recommendations of others
   g. Support staff—high school recruiter
   h. Parking
   i. Close to work

3. How do the services and resources on campus meet your needs?
   a. Assessment Center
      i. Provides quick feedback with test results
      ii. Unhappy with assessment test process and retesting process
   b. Book Store
      i. Rentals helpful, but not enough instructors in the program (4)
      ii. Need a better one
      iii. Flyers in bathroom stalls provide more information on used books
   c. Counseling:
      i. Handed a checklist for requirements (4)
      ii. Inaccessible, long wait for appointment (2)
      iii. Negative Experience
      iv. Unfriendly
      v. Herded through like cattle
      vi. Two months wait for a call back from counseling
      vii. Lack of counseling services
   d. Library Services
      i. More tutors and online tutors (3)
      ii. Library too noisy: talking, laughing, bad language (2)
      iii. Online e-books
      iv. Tutors often in a hurry
      v. Library receptionist on first floor too loud in providing instructions
vi. Not enough computers
vii. Need more library services
viii. Study rooms are great
ix. Hours are helpful
x. Tutoring is helpful
xi. Plato is helpful, online (2)
d. **Learning Communities** (UMOJA, EOP&S, Puente, Athletics were noted)
   i. Accessibility without an appointment (2)
   ii. Provide access to services especially counseling,
   iii. Friendly staff available to serve students
   iv. Staff provide direction and keep students on track
   v. Schedules are pre-selected
   vi. Provide tutoring
   vii. Provide support in completing classes
   viii. Make "you" feel valued
e. **Information Availability**
   i. Misdirected to offices, system difficult to navigate (3)
   ii. Quick information not available in counseling and financial aid
   iii. Students must wait hours in offices for a simple answer
f. Parking is good.
g. Need for more rules, non smoking areas
h. New buildings but no classes are concepts hard to understand
i. Faculty Advising promote information about services

4. **What other services or resources would you like to see?**
   a. Better sign in system in the HLRC for tutoring
   b. Better system for making counseling appointments
   c. Someone who can answer quick questions in Financial Aid and Counseling
   d. More information on majors
   e. Book sharing programs
   f. Transfer Center needs more promotion
   g. More advisement for DSPS students
   h. More student work study opportunities
   i. Return to "green bus" service and disabled student shuttle
   j. More women's sports such as volleyball and softball
   k. Need more math tutors

5. **How did you decide how many classes to take this semester?**
   a. Financial Aid, 12 units required (2)
   b. Outside commitments, work, children (3)
   c. Learning Communities dictated the load
   d. Money (2)
   e. Plan to transfer and graduate (3)
   f. Counselor
6. How do you choose the classes you take at West?
   a. Following an outlined sequence of classes
   b. Rate My Professor
   c. In a learning community which helps—UMOJA, athletics
   d. Self selects (Can’t get a counselor)
   e. Following an SEP
   f. Doesn’t go to counseling—misinformation (2)
   g. Counseling
   h. Assist.org
   i. Friends recommendations
   j. IGET
   k. College website
   l. Selects classes with space

7. How familiar are you with pre-requisites and advisories?
   a. Advisories not clear (6)
   b. Pre-requisites are clear
   c. Students would like to self-place
   d. Students take pre-requisites but use advisories as optional

8. How well do you understand the material in your classes?
   a. Depends on the class
   b. Depends on the teacher
      i. Prepared
      ii. Enthusiastic
      iii. Involved and hands on
   c. Helps to have study guides instead of using the book and notes only
   d. Syllabi help (2)
   e. Office hours are helpful (2)
   f. Instructor office hour schedules are not
   g. Useless texts are a problem
   h. Timed exams are a problem
   i. Some tests have too many questions for the time allotted
   j. Students are expected to read the book on their own and understand it.
   k. Ask other students for help.
   l. Instructors should explain handouts
   m. Teachers should use the whiteboard in explaining content
   n. Math is hell and too fast, not permitted to use a calculator
   o. Utilizes study groups
   p. Instructors posting exams online is helpful
   q. Tutors help
   r. Writing lab helpful

9. How do you use your course materials to support your learning?
   Not asked

10. In what ways does your personal life impact your academic responsibilities?
   a. Sometimes falls asleep in class due to work schedule
b. Hard to focus on studies at home because of distractions (2)
c. Hard to accomplish work and school (4)
d. Fun conflicts with school
e. School is like a job
f. Death in the family impacted classes but a classmate provided support
g. Families push about getting an education
h. First in the family to attend
i. Language has been a barrier
j. Child care and taking care of siblings
k. Family with disabilities or unemployment issues
l. Family crisis
m. Distance from the college
n. Parents need translation by student and takes time from studies

11. What is your dream and how can West help you achieve it?
   a. University transfer (4)
b. Complete AA on their timeline (3)
c. Does not want to waste time
d. More clubs to engage with the campus
e. Become a teacher at West
f. Improve English abilities
# Fall 2012 Semester Kickoff Planning Grid

**Team Members:** All

**Event Name**

*Semester Kickoff-August 24, 2012 8:30am-1:00pm (Activities 10:00am-1:00pm)*

## ASO Activities

**Team Members:** Gabriel Brown, Celena Alcala

<table>
<thead>
<tr>
<th>Tours – Café coupon at the end</th>
<th>Games (SSB Lawn)</th>
<th>Club Rush/Sign-up</th>
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<tbody>
<tr>
<td>Scavenger Hunt/Passport</td>
<td>Dunk Tanks</td>
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<td>activity students get stamps</td>
<td>Giant Bowling</td>
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<td>Submit stamped passport for</td>
<td>Rock Climbing</td>
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<td>drawing</td>
<td>Velcro Wall</td>
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## Divisions/Inst. Faculty

**Team Members:** Adrienne Foster, Judith Ann Friedman, Sue de Bord, Fran Leonard

| West division chairs and all faculty members will be urged to participate in Kickoff as part of Flex Week. | Faculty can invite former students to participate, connect with their students, distribute syllabi, etc. | Divisions can compete to see which division has the most participation |
| Learning Center tours – Students meet tutors, test out PLATO | Library tours | Division/Program Orientations |
| Division/Program presentations for students (course expectations, programs of study, etc.) | | • Dental Hygiene |
| | | • Aviation |
| | | • Computer Science |
| | | • Umoja |
| | | • Fire Technology |

## Incentives

**Team Members:** John Jomehri, Michelle Long-Coffee, Celena Alcala

<table>
<thead>
<tr>
<th>Book store</th>
<th>Café</th>
<th>Prizes</th>
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<tbody>
<tr>
<td></td>
<td>50 cent off coupons for semester start</td>
<td>Parking Pass</td>
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<td></td>
<td>Free chips</td>
<td>Concert Tickets</td>
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<td></td>
<td>Vendor Samples</td>
<td>Bookstore Certificates</td>
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<tr>
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<td>Café Certificates</td>
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<td>VIP Front of the Line Pass</td>
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<td>ASO Membership</td>
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<td>Movie Tickets</td>
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<td>Outreach/Publicity</td>
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<tr>
<td><strong>Team Members:</strong> Michelle Long-Coffee</td>
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<tr>
<td><strong>Create flyers</strong></td>
<td>Distribute flyers through student services (assessment, business office, counseling, etc.)</td>
<td>Faculty members email their students</td>
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<tr>
<td><strong>Web site (Students RSVP &amp; sign up for a tour &amp; Free parking pass &amp; get a reminder)</strong></td>
<td>Facebook</td>
<td>SARS Calls (embedded with other announcements)</td>
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<tr>
<td><strong>Division/Program Orientations</strong></td>
<td>Welcome Week Magazine</td>
<td>Email blast (embedded with other announcements)</td>
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<th>Student Services</th>
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<tr>
<td><strong>Team Members:</strong> Art Lara</td>
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<td><strong>Orientation and other videos (Film Festival of Things to Know)</strong></td>
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<tr>
<th>Workshops (Student Support Services [LEARN, WISE, Learning Communities])</th>
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<td><strong>Team Members:</strong> Jiovanni Hylton, Adrienne Foster</td>
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<td><strong>Student Success</strong></td>
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<td><strong>Assessment Prep Bootcamp</strong></td>
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<tr>
<th>Technology Trainings</th>
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<tr>
<td><strong>Team Members:</strong> Rita Shemwell, Juan Chacon, Art Lara</td>
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<tr>
<td><strong>Etudes Orientation (in computer lab)</strong></td>
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<th>Online Student Component</th>
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<tr>
<td><strong>Team Members:</strong> Suzanne Floyd, Eric Ichon, Mary-Jo Apigo</td>
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<td><strong>Chatting</strong></td>
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<th>Logistics</th>
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<tr>
<td><strong>Team Members:</strong> Sue deBord, Vicky Nesia, Mary-Jo Apigo, Clare Norris, Rebecca Tillberg (food)</td>
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<tr>
<td><strong>Schedule of Events</strong></td>
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<tr>
<td><strong>Scavenger Hunt Development (promote information-seeking)</strong></td>
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Next Meeting: Student Success Committee/ATD Core Team **July 11, 2012 10:00am**