WEST LOS ANGELES COLLEGE

STUDENT SUCCESS COMMITTEE/ATD CORE TEAM

Minutes of the Meeting for September 5, 2012

Present: Adrienne Foster, J. A. Friedman, Norma Jacinto, Gabriel Brown, Ashok Patil, Karen Quitschau, Mary Jo Apigo, Farrah Esmaeili, Jiovanni Hylton, Robert Sprague, Helen P. Young, Celena Alcala

Guests: Eric Ichon, Melinda Smith,

The meeting began at 2:35 p.m.

The Kickoff

The group discussed the Kickoff on August 24, 2012. The following observations were made.

1. We ran out of lunch and need to get a better fix on this next time.
2. Scheduling of volunteers at the kiosks should provide for rotations and faculty support.
3. RSVP’s should be taken for the next event.
4. The Plant Facilities kiosk was a big hit and acknowledged the role custodians play in assisting students on a daily basis.
5. There is a need for better signage, especially about free parking in the parking lot.
6. Not enough passports. It was good to have the schedule on the back of the passport.
7. Let faculty know when to show up as students arrive early.
8. Move up the keynote speaker to capture a better audience. Also schedule 3 keynote speakers to appear at different times of day.
9. Prepare faculty for the posting of syllabi online or on the front door of their offices. Students want to know what book to purchase for class. Students wanted to see what textbooks looked like.
10. Send the syllabus by email to the student using a tablet at the kiosk so students can purchase books before class if ordering online.
11. Obtain tablets for the kiosks. Make greater use of email links to send information to students.
12. Tours were very popular. Groups averaged about 45 students. Sign ups for tours were collected. About 150 students went on tour.
13. The Café ran out of food and was understaffed.
14. Participation in the Kickoff was from 300 to 500 students.
15. The flyer should include a location.
16. Contact information should be used to survey of all participants.

Learning Skills Math Position Update: Bob Sprague

The college will continue its process to fill the Learning Skills Math position. The position will be for a faculty member who is experienced in competency development. The person needs to be heavy in competency skills. The position will be filled this fall.

Faculty Advising: Helen Young

On 8-2-12 the counselors had a district-wide meeting. Advising will be called discipline advising rather than referred to as faculty advising. The LACCD group will look at the program at Mission as a guide.
Pasadena City College will be providing a program for the District Academic Senate Innovation Day 9-21-12. The Senate will forward the names for participation.

Enhanced Tutoring

The HLRC Learning Center is redesigning the use of space for effective support of student learning. Kathy Walton is the resource person for information.

ATD Plan was reviewed and the position for the Instructional Aid was discussed. Equally important were the plans to integrate the Math faculty into the activities of the lab through workshops. Tutor training and study group activities were also discussed. There was support for the use of in class tutors in the implementation of Math 123 A-B-C.

Professional Development

Information from faculty is being tabulated from FLEX Day.

Advisories and Pre-Requisites

1. Advisories are discipline specific.
2. They are great counseling tools.
3. They communicate the expectations of performance to the students and should be posted.
4. Course sequences should be posted in the Schedule of Classes to provide information to students when registering.
5. Equivalencies from other colleges should also be included.
6. The registration system is locking out students for English, Math, and computer Science.

How Are We Doing?

A survey was distributed to assist the group in a review of the accomplishments of the Foundation Skills Plan that was approved by the Senate on 3-8-11. There was some discussion about accomplishments. The survey was provided as homework for the next meeting when a more specific review would be held. There was limited discussion about Learning Communities and instructors who have established discipline related followings of students who persist in courses that are sequential. The group will explore the ability of faculty to save seats for students who move from class to class in a sequence with the same instructor.

A new ATD Coach has been assigned to the college, Olmero Suarez, who will visit the college in the fall.

The October meeting must be re-scheduled. The meeting adjourned at 4:10.

Prepared by: JAF