MINUTES OF THE MEETING  
STUDENT SUCCESS COMMITTEE  
Winlock Lounge  
September 14, 2011

Present: Norma Jacinto, Clare Norris, Mark Pracher, Karen Quitschau, Timothy Russell, Vidal Valle, Judith-Ann Friedman  
Guests: Sue de Bord, Adrienne Foster, Holly Bailey-Hofmann, Fran Leonard  
Absent: Patricia Banday, Matt Robertson

The meeting began at 2:30 p.m.  
The minutes of June 1, 2011 were received and approved.

Discussion Items

Achieving the Dream: A. Foster

1. Faculty training will occur mid year February 27 to March 4, 2012 and travel expenses must be funded by the college. A team should attend.  
2. The AtD Coaches, Don Cameron and Cree Watson are coming to campus September 28 and 29. A team must meet with them. A data coach is coming at the end of November. There is a need to collect data, because AtD is data driven.  
3. Data elements are being identified at the District.  
4. Kick off is February 2012.  
5. The college should be addressing barriers for students that could reside in policies and procedures.  
6. There was a motion (Pracher, Russell) to recommend to the Senate that a faculty member be identified for reassigned time to work with the Student Success Committee to implement the AtD initiative. This motion passed unanimously.  
7. There was support for the Foundation Skills Plan as a basis for setting the priorities for AtD.

Basic Skills Action Plan: T. Russell

1. Basic Skills goals were discussed and last year’s goals will be updated and submitted as part of the funding submission to the district/state.  
2. The expenditure report for last year was presented.  
3. Basic Skills is ending a five-year cycle and a more detailed report is required addressing research outcomes.  
4. Funding levels are the same as last year with some carryover from last year.  
Funding can be used until 2014. There are needs to support Plato licensing and printers. Plato licenses are online and improve student access. There is a need to provide for other software such as Reading Across the Curriculum and Reading Apprenticeship. The committee should be exploring these options for the future.
5. There was a motion to approve $15,000 as an initial allocation to fund the tutorial program from the present 2011-12 budget. (Russell, Pracher). Passed unanimously.
6. UMOJA must provide information from their Program Review to access funding.
7. There is a need to establish guidelines for Basic Skills Funding of projects. The committee should determine how funds should be requested and timelines that should be followed as well as accountability measures.

**The Poster Showcase: H. Bailey Hofmann**

1. The success of the Poster Showcase of May 2011 was discussed.
2. The committee received the general appeal for funds to support prizes and food for the students.
3. This year, there will be 5 more classes involved in the Poster Showcase including Physics.

**Literacy Project with Steverson and Associates: Maryanne and Richard Steverson**

1. There was Reading Theory training for 9 days this summer. Strategies for working with students were provided. Clare Norris and Holly Bailey-Hoffman along with Umoja tutors and an instructor were trained.
2. They are developing the instructional piece with faculty. The program is designed to assist faculty in identifying reading gaps in students in any discipline.

**Leadership Retreat**

1. Incorporating Student Success into the Leadership Retreat should be the primary priority. The Foundation Skills Plan must be followed.
2. The Student Success Committee will contribute a “Best Practices” session to the Retreat in November.

The meeting adjourned at 4:00 p.m.