MINUTES OF THE MEETING  
STUDENT SUCCESS COMMITTEE  
Winlock Lounge  
June 1, 2011

Committee Members Present: Clare Norris, Karen Quitschau, Matt Robertson, Vidal Valle, and J.A. Friedman, Norma Jacinto  
Guests: Fran Leonard, Rebecca Tillberg, Elizabeth Craigg  
Committee Members Absent: Clyde Titus, Ahmed Mohsin, Patricia Banday, Mark Pracher, Timothy Russell

The Minutes for April 6, and May 4, 2011 were reviewed and approved.

Discussion Items:
1. The Basic Skills Funding Year-End Report was unavailable.
2. The Homework for Priority # 1 from the Foundation Skills Comprehensive Plan was discussed and activities to implement the priority for the year were calendared.
   3.1. C Promote effective instructor best practices including self-assessment as part of faculty learning communities.
   The Homework Questions were:
   a. How do you envision the college implementing this strategy?
   b. How do we keep this strategy from being just more busywork for faculty? How do we make this process meaningful? How do we help the college get something from this?
   c. What type of self-assessment would be effective? What will the scope be?
   d. What are some on-campus resources we can use?

Discussion included making the activities for Priority # 1 part of a FLEX activity and plan events to achieve the overall strategy. The activity could be announced in West Week and be interdisciplinary. E-mail blasts could be used to notify faculty. The goal is to cause change and make it stick. Timing is important and must be away from crunch times such as the beginning or end of the semester. The activity must be realistic and achievable in a short period of time. There was also discussion about expanding FLEX into a week of activities (Wednesday, Thursday, and Friday) so that faculty could have greater interaction and complete their FLEX assignments early in the year. Thursday is a mandatory day.

Using Self Assessment as part of the Faculty Evaluation Process. The evaluation process is outlined in the AFT Agreement, however, the implementation tools could be provided for faculty self assessment prior to meeting with the division chair. El Camino uses a faculty self assessment tool that some see as effective, and this was shared with the group. Divisional Council could also be engaged in learning how to use the self-evaluation tool.
Self-evaluation could also include the student evaluations. The faculty member could also complete the assessment form used by the student as part of self-assessment. The committee considered that the concept of Self Assessment could be presented to the Divisional Council for discussion.

The Committee then discussed the possibility of including this priority of sharing best practices and self assessment in the upcoming November 2011 Leadership Retreat. The committee agreed that the self assessment and best practice sharing activity could be “fun” and informally completed in groups during the retreat so that each faculty member would get value from the activity. The Leadership Retreat was included in the Committee’s calendar of events.

**Best Practices**
Faculty could be asked to discuss their best practices in teaching, motivating students. A survey of best practices could be done and should include online instructors in the process. Perhaps the results of this survey could be included as part of the Leadership Retreat activity, maybe as a “match the instructor to his/her best practice” game.

LASW moved Basic math and English to non-credit most likely as a strategy to improve ARCC Data.

The **Student Poster Session** was included in the calendar for May 2, 2012.