

LACCD Student Success Initiative Steering Committee

November 29, 2005

Minutes

Attendees: David Beaulieu (ELAC), John Clerx (District), Gary Colombo (District), Deborah Harrington (LAVC), Chini Johnson-Taylor (LATTTC), Daryl Kinney (LACC), Audre Levy (LASC), Leon Marzillier (DAS—LAVC), Joy McCaslin (LAPC), Susan McMurray (LAHC), Abbie Patterson (LAHC), Hector Plotquin (LACC), George Prather (District), La Verne Rosow (DAS—LAVC), Rebecca Tillberg (LACC), Carlie Tronto (LAVC), Maria Elena Yepes (ELAC)

Absent: Angela Echeverri (LAMC), Edward Pai (WLAC)

Steering Committee Charge—The SSI Steering Committee reviewed the origin of the SSI effort and approved the committee’s charge, which includes the following:

- a. Establish a District-wide dialogue on ways to improve student success outcomes that will have immediate institutional impact
- b. Define a set of common benchmarks that we can use to measure progress toward college-level student success goals
- c. Design a series of activities meant to support college efforts to meet student success goals
- d. Facilitate the sharing of best practices and innovations across the District
- e. Monitor progress toward college-level student success goals

During discussion of the Steering Committee’s charge, it was noted that student success goals and data should be reflected in college strategic and educational master plans and program review processes. It was also noted that student learning outcomes should play a significant role in the evaluation of student success.

College SSI Taskforce Establishment & Charge—It was agreed that each college would establish an SSI Taskforce that will meet regularly to address issues of student success and engage all campus constituencies in an on-going dialogue meant to improve student success outcomes. More specifically, local college-level taskforces should do the following as part of their overall charge:

- Identify obstacles to student success
- Implement immediate actions to address/remove obstacles
- Develop long-term action plans/interventions for improving student success
- Participate in District-wide SSI activities
- Establish clear local definitions and measures of student success
- Establish specific success goals or targets for the current academic year
- Gather & monitor college student success data
- Report back to SSI Steering Committee on progress

Recommended College-level Taskforce Membership—It was agreed that each college should structure its SSI Taskforce in a way that reflects its administrative and faculty governance structures and best addresses local student needs. It was also acknowledged

that some campuses may already have equivalent committees functioning that can carry out the SSI Taskforce charge without the need for the creation of an additional campus body. The SSI Steering Committee recommends that colleges consider including the following members of the college community on their Taskforces:

- VP of Academic Affairs (or designee)
- VP of Student Services (or designee)
- Dean of Research
- Dean of Admissions
- Dean of EOP&S
- Dean of Financial Aid
- Dean of Outreach or High School Relations
- Matriculation Coordinator
- Senate President
- Curriculum Chair
- Counseling Chair (or designee)
- English Chair (or designee)
- ESL Chair or Coordinator (or designee)
- Math Chair (or designee)
- Basic Skills Chair (or designee)
- DSPS Coordinator
- Tutorial Coordinator
- SLO Coordinator
- Assessment Coordinator
- Faculty at Large
- ASO Representatives

Ideally, at least one member of the local Taskforce should also be a member of the college's Shared Governance/Budget allocation body. One member should also sit on the college's Educational Planning Committee if possible. Colleges may want to consider having student workers, tutors, and peer counselors also participate when possible. As Taskforces begin to define and address specific aspects of their charges, they are encouraged to divide into dedicated sub-committees (for research, institutional policy issues, assessment, cross-discipline coordination, etc.). Although not necessarily formal Taskforce members, college Presidents should be centrally involved in supporting local SSI efforts.

SSI Taskforce Rollout—Over the next three weeks, Gary C., David B., and John C. will inform CEOs, CIOs, CSSOs, and members of the DAS of the SSI effort and the recommended make up and charge of the local taskforces. They will also consult with the above-mentioned groups on the design of SSI follow-up activities. In addition, Gary C. will ask the Chancellor to send a District-wide email announcing and supporting the SSI effort.

Spring Workshop Planning—It was agreed that the SSI Steering Committee would begin planning two District-wide workshops for Spring 2006. The first of these workshops, tentatively scheduled for Friday, March 3, 2006, will formally kick off the SSI effort by gathering members of all college-level taskforces to review SSI data and discuss current “best practices” at LACCD colleges. These might include the LAVC STARS program, LACC's Supplemental Instruction program, LACC's Pi Shop

mathematics tutorial, LAHC's Learning Communities initiative, etc. The following SSI Steering Committee members volunteered to help plan this initial workshop:

David Beaulieu
Gary Colombo
Deborah Harrington
Daryl Kinney
Chini Johnson-Taylor
Hector Plotquin
George Prather

In addition, a follow-up District-wide workshop was tentatively scheduled for Friday, May 5, 2006. This workshop will feature presentations by experts outside the District who have significant experience with initiatives and programs meant to improve student success outcomes. Topics covered in this follow-up activity might include freshman year experience programs, college culture courses, the Chaffey learning community model, the "LifeMap" system at Valencia CC (FLA), and the La Guardia/Vassar transfer model.

Data & Research—It was agreed that the District Research Council would begin to define appropriate SSI benchmarks and research questions at its next meeting on December 14, 2005. Recommendations from the DRC will be discussed at the next meeting of the SSI Steering Committee.

Next Meeting Date—The SSI Steering Committee will meet again from 10:00 a.m. until 12:00 p.m. on Thursday, January 12, 2006. Agenda items will include reports from the colleges on Taskforce formation, discussion of SSI benchmarks and research questions, and planning for the March 3rd District-wide workshop.