

**LACCD Student Success Initiative Steering Committee Minutes**  
**Los Angeles Trade-Technical College**  
**February 13, 2008**

**Attendance**

Lynne Brower (LAVC), Scott Weigand (LAVC), Abbie Paterson (LAHC), Susan McMurray (LAHC), June Smith (LAHC), Dave Humphreys (LAHC), Alex Immerblum (ELAC), Linda Whitney (ELAC), Gary Colombo (DO), Deborah Harrington (DO), Gerald Napoles (DO), David Beaulieu (DO), Marcy Drummond (LATTTC), Joyce Moore (LACC), Chini Johnson (LATTTC), Mickey Hong (LACC), Joy McCaslin (Pierce), Amobi Chukumerije (LASC), Phyllis Norwood (LASC), Richard Block (WLAC), Pat Siever (WLAC), Betsy Regalado (WLAC), Kathleen Burke-Kelly (LACC)

**Minutes**

Minutes of the December 12, 2007 Student Success meeting were reviewed and approved with the correction that D. Beaulieu is now at the District Office.

**Digital Bridge Academy**

The group discussed the Digital Bridge Academy Summer Faculty Institute. Questions were asked regarding how many spots were available for each college, how were people chosen, and how do they register. D. Harrington will follow-up with Diego Navarro to set aside spots for the LACCD.

**Updates on Basic Skills**

*Pierce College*

The following topics were shared with the group: Professional Development Day; Chaffey College presentation; Paying for 60 percent counselor to organize learning communities; Release time for co-chair of Student Success Committee; Funding for library to buy books; Funding for DE, Teaching Conference; and Release time for 2 math faculty.

*Los Angeles Valley College*

The following topics were shared with the group: Meeting with consultation yesterday about basic skills; Report to matriculation and academic center; Focus on professional development at teacher learning center; Curriculum development redesign; Upgrade resources in reading and writing center; Increase access with more web based writing modules; Challenges associated with working with whole college community; Focus on student success; Discussion of outreach and retention plan.

*Los Angeles Harbor College*

The following topics were shared with the group: List of suggested expenditures for basic skills approved on January 28; Hosting of World Café to bring in stakeholders; Goal of creating strategic plan; Basic skills is a resource issue; First step to college wide district plan; Looking at staff development; Focus on reading; Training of faculty to use system to scan books; Information technology and program development; Discussed supplemental training to courses; Redraw cut scores to be more effective; Connecting Service Learning and Basic Skills.

*Los Angeles Trade-Technical College*

The following topics were shared with the group: Matrix completed but not approved yet; Working on facilities master plan; Working on strategic master plan; Developed position to coordinate developmental education; Interest in creating reading specialist position; Shared that service learning is called project based learning; Currently using Accuplacer for assessment; Will integrate using ACT in program review process; Discussion on how to identify reading levels of

books; Considering implementing case management plan; Discussion on how to provide EOPS for non-EOPS students; Faculty Development.

### **Updates on *Framework for Student Success Taskforces***

J. McCaslin and D. Beaulieu updated the group on the Matriculation Taskforce and the assessment subcommittee. D. Beaulieu shared a handout that listed pro arguments and con arguments for common assessment. J. McCaslin reported that the committee is working on a board resolution requiring the completion of a college success course for students seeking AA degrees.

The group reviewed sample course outlines for college success courses. The group discussed Paradise Valley's (Arizona) program. G. Colombo discussed the importance of developing these courses so that they have high applicability and relevancy for students. The group also discussed the importance of taking into account how long these model college success courses been in place and what kinds of data exist to demonstrate impact on student success.

The group considered ways to require college success courses. The orientation courses should be developed to align with CU and CSU requirements so that students can transfer the credits to a CU and CSU schools. The group discussed appointing a subcommittee to create a draft for the Matriculation Task Force to fine tune and then bring forward to SSI Steering Committee for approval and then movement through the consultation process.

K. Burke-Kelly reported that the Instruction Taskforce has the following recommendations:

1. All valid prerequisites and co-requisites should be enforced electronically.
2. Required student skill levels in reading, writing, and computational skills (if applicable) should be prepared for each course and printed in the schedule of classes to advise students on the skill levels required to be successful in the course.
3. Have the district research office do an analysis of existing college-level courses for which English and math pre-requisites have been validated to determine what impact these prerequisites have on student success.
4. Add a section in the district course outline of record for instructors to provide examples of the types of reading assignments required in their courses.
5. Create a professional development program that would assist all faculty with including a reading component in their courses to assist students with reading the required textbooks.
6. Create a professional development program that would assist all faculty with including a writing component in their courses to ensure student success with those required writing components.
7. Institute a pilot program to front end intensive math and English with an Introduction to College course; following the pilot, the program should be scaled up to include a significant number of students.

### **Upcoming Student Success Events**

February 22: District Discipline Day, Monarch Hall at Los Angeles Valley College

February 25: Instruction meeting at Los Angeles Trade-Technical College

April 11: Digital Bridge Academy and Web 2.0 at West Los Angeles College: Should encourage instructors in general education, English, and math to attend.

### **Next SSI Meeting**

It was agreed that the SSI Steering Committee will meet next on Wednesday, March 12<sup>th</sup>, from 1:00 pm until 3:00 pm at Los Angeles Southwest College.