

Student Success and Matriculation Committee

Minutes, September 16, 2008

Members Attending: Brenda Borrón, Fawn Tanriverdi, Geno Drake, Susan Stern, Jennifer Quadra, Ezekiel Hall, Shu-Yung Chen, Arleen Elseroad, Donna Sneed, Susan Sweet

The Committee reviewed the 2008-2009 Strategic Plan and Objectives, and the Planning Assumptions related to Student Success/Matriculation to prepare for providing input in the 2009-2010 Strategic Plan.

The group identified Objectives III, IV and V and the strategies within these areas that relate to the scope of this committee. The discussion related to each strategy/objective is indicated below:

III. Increase course completion rates for credit basic skills courses, credit vocational courses, and college level courses.

- a. Establish the Scheduling and Reporting System (SARS) early alert program. Update: Linda Renne is the IVC point person for the SARS programs. A small group (Elizabeth Cipres, Tiffany Tran, Linda Renne, Donna Sneed and Ezekiel Hall) met over the summer to make several decisions on the template for the Early Alert Form and the email test is automatically sent to the student once the completed form is submitted. During flex week the template for the form was presented for feedback. This feedback was included in the form. The Committee requested that during the October Student Success and Matriculation meeting the Early Alert form be previewed and then the Committee will provide additional feedback. After the form reflects the suggestions of this committee then the form and other related Early Alert logistics will be presented to the Academic Senate.
- b. Develop a Degree Audit Program. Arleen stated that the challenge in developing this type of program is not just selecting the application/software but must involve designating the resources to continuously update the information. She also said that it is typical for students to attend several community colleges and therefore, may have multiple transcripts from different institutions which complicate a degree audit process. Update: Donna said that District IT had on this year's plan to review various vendors who provide this type of program. That information was given in January 2008 with no additional follow-up.
- c. *Not this Committee's responsibility.*
- d. Implement the English departmental diagnostic test to determine whether students currently enrolled in writing courses are appropriately placed. Update: Currently, Brenda Borrón is leading this effort. She and her colleagues completed this process last year but since the CTEP is a new assessment they will repeat the process again this year.
- e. Train English faculty to score the diagnostic test in order to establish inter-rater reliability for the cross-validation of the test. Update: Brenda Borrón organized this event last year and will do so again this year. The training will probably occur in the spring.
- f. This strategy is the same as "e".
- g. During in-service, conduct basic skills workshops for faculty in writing classes. Update: This was funded through the Basic Skills grant and is in place this year.
- h. Design, implement and monitor program and course-level Student Learning Outcomes in English, Reading, ESS, ESL, and Math basic skills. *This strategy is not within this committee's scope but Shu did state that the Math faculty have developed and assessed SLOs.*

IV. Increase student success and persistence rates.

- a. Implement paper and computer formats of the College Test for English Placement. Update: the paper/pencil version was implemented as an assessment tool in March 2008. The goal to implement the computer based version is February 2009.
- b. Use the departmental diagnostic data to confirm the validity of the CTEP each semester and to adjust cut-scores as needed. Update: this strategy is a repeat of “d” above.
- c. Review the Math assessment test and implement recommended revisions. The paper/pencil version was submitted to a consultant who created a computer-based assessment from the current test. Several math faculty previewed the computer version during the summer and their changes have been implemented. Donna Sneed is preparing a timeline for conducting comparative studies—students’ placement on paper/pencil compared to placement on computer based math assessment. The goal for full computer based implementation of the math assessment is February 2009.
- d. Increase the tutorial services by building the Learning Assistance Program Center. The tutorial service is one of the student follow-up activities required in the Matriculation plan. Per the Committee’s suggestion, Donna Sneed will invite the program director, Bob Kopecky to an upcoming meeting.
- e. Identify and allocate additional space for tutoring until the new Learning Assistance Program Center is built. The Committee indicated that Craig Justice is working on this strategy.
- f. Increase counseling services through group advising and group workshops. Donna stated that she will ask Elizabeth Cipres for information on this strategy and report back to the committee.
- g. Review the Basic Skills math program to ensure that curriculum, course sequence, and services best serve students. Not within this Committee’s purview.
- h. Develop and implement offerings for Basic Skills Math course modules so that students can progress through the course one step at a time. Update: This course has been developed and is currently being offered. Fawn asked if this is similar to the old Math 350 course and did indicate that the counselors had not wanted to see the “350” course eliminated. Fawn said that she would check on this with her colleagues and provide feedback to math faculty member, Shu-Yung Chen.
- i. Complete a comparative analysis of Tutoring Services in similar-sized institutions and make changes in tutoring practices where appropriate. Not this Committee’s scope.

The remaining strategies in Objective IV are outside the scope of this committee.

V. Increase the number of ESL students who successfully complete the ESL sequence and enroll in college-level English courses.

The strategies under this objective are outside the purview of this objective but the committee reviewed the objective because of the relation to student success. There is a natural overlap in some areas between the Student Success, Access and Matriculation Committee and the Institutional Effectiveness Committee.

Donna stated that she would send the electronic copy of the current IVC Matriculation Plan out to all members.

The Committee started reviewing the handout "Areas Not Met in IVC Matriculation Plan" but decided due to time constraints that members review the document and let Donna know if these activities have occurred. The group did discuss two issues from this handout. In the current matriculation plan the college states that "Counselors visit all pre-collegiate basic skills classes and make a 15-20 minute presentation regarding academic paths, degree and transfer information and a summary of college services and programs. Students in these classes are encouraged to make an individual appointment with a counselor for more intensive, personalized counseling." The counseling department has had to discontinue this follow-up activity because of a shortage of counselors.

Another follow-up activity that was in place in the past is also difficult to maintain because of the shortage of counselors. Probation students do receive a letter from the Dean of Counseling but they are not required to make an appointment which was the way this follow-up activity was implemented several years ago.

The group did review the budget with the understanding that we won't know the Matriculation grant amount until sometime in October. The budget was developed under the assumption that we would receive 10% less than last year. If that is the case, there will not be enough funds for the personnel and activities indicated in the 2008-09 budget. Hopefully, by the October meeting the amount IVC will receive will be determined. The budget will be an agenda item for the October meeting.

The Irvine Valley College Matriculation status Worksheet was presented. This form is utilized by the matriculation and counseling staff and has not been updated for several years. Counselors made suggested changes which are reflected in the form. It was recommended that prior to printing the counseling faculty review the form one more time.

Status Updates:

- The matriculation site visit will be in the spring, 2009 and Donna, Gwen, Elizabeth, and Fawn are working on the narrative that is due the end of October. Donna will provide additional information during the October meeting.
- IVC Program Review for Assessment and Orientation was not discussed but will be added to the October agenda.
- The Status Sheet used by the Assessment Center was passed out.
- The CTEP Timeline was reviewed.
- The Nelson Denny test is no longer used in our Assessment Center.
- On-line orientation/advisement: The status of this project is pending a decision by the Counseling department on whether this on-line version will be the orientation OR the orientation and advisement. Donna will update at the next meeting.
- Validation of ESL Writing Sample: Susan Stern reported that she is working with the research staff and the survey is ready for the students to complete. Susan has completed the logistical work on this piece in conjunction with ESL faculty.

The committee adjourned at 4:55 PM.