

Student Success, Access and Matriculation Committee

Minutes

November 18, 2008

Members Attending: Brenda Borron, Susan Stern, Jennifer Quadra, Ezekiel Hall, James Weng (ASIVC), Shu-Yung Chen, Donna Sneed, Jan Stephens, Susan Sweet, Jerry McGrath, Jerry Rudmann

The Committee reviewed the minutes from the October meeting and no additions or corrections to the minutes were requested.

Donna referred the group to page 2 of the October minutes for the brainstorming ideas on strategies for 2009-2010 are indicated. The group reviewed the Minutes and supported the following suggestions:

- The group felt that a strategy might include a full-time **“bigger facilitator”** – an individual that would oversee all student success areas that support retention efforts on behalf of students. The group discussed a member of the general faculty whose charge would be to oversee the Writing Lab, the Reading Lab, the Math Lab, the Tutoring Center, etc. This individual would be in place for one or two years and then another member of the general faculty would step into the role. **Suggestion: The Committee felt that this strategy is more in the instructional side of enrollment management and that Donna should forward the suggestion to Dr. Craig Justice.**
- Jerry Rudmann discussed a group of courses that Goldenwest College has created which are taught by faculty from different areas of the college and are based on the **college success course** ‘Becoming a Master Student’. He mentioned that they are quite successful and are geared toward retention efforts and were created for the new student. He believes they are UC and CSU transferable. **Suggestion: The Committee also felt that this suggestion is also in the instructional area and should be included in the email to Dr. Justice.**
- Brenda Borron mentioned that there is a **correlation study** currently beginning in regards to WR 280 and WR 201 students and how these courses increase students’ success rate at IVC. Another question raised was “What impact does poor reading have on GE courses?” We could list a strategy as “reviewing data of English correlation study and implement strategies.”

The Committee discussed the possibility that the study will not be completed this year and decided not to include the strategy of implementing activities related to the findings of this correlation study. In the future, the Committee will discuss whether to include them in strategies for 2010-2011.

- Also discussed was a **Reading Apprenticeship program** for instructors that would involve essentially a learning community. A special emphasis would include a sensitivity of the issues and mentoring for instructors. We might use ATEP as a pilot location. **Suggestion: The Committee felt this potential strategy should be forwarded to the instructional area for their consideration and will be included in the email to Dr. Justice.**

There were a large number of Committee members who could not attend this meeting and the group decided that no additional strategies would be discussed until a broader group could be involved.

Donna shared with the group that Davit just emailed her and indicated that we'll have a little more time to submit strategies for the 2009-2010 strategic plan. He said that the SPOBDC group will finalize the strategic objectives on November 19 and then we'll have 3 – 5 weeks to finalize strategies. Davit said that the SPOBDC group is planning to do a couple of hands on sessions to familiarize the campus community with the new strategy form.

Our next meeting is December 16 and at that time we will determine any new strategies that we want to submit. If they are due before we meet (3-5 weeks—so it could be 3 weeks) then Donna said she would seek our input via email.

The Committee reviewed the Early Alert Template and Donna said that she and Linda Renne met and included as many of their suggestions as possible without changing the basic template format. The group discussed the logistics of piloting the Early Alert program during spring semester. Faculty members on the Committee had agreed during the last meeting to participate in the pilot project and to encourage other colleagues to do so. Brenda mentioned she would communicate with English faculty and Donna plans to communicate with committee members. Donna stated that she would contact the counselors and ask if they would also participate in this project. Donna and Linda will meet and work out the remaining details so that the project can be launched.

It was suggested that training be given during flex week but if the days are already filled with meetings that the training occur shortly after the start of the semester. Also, the group felt that awarding flex credit for attending the training and for participating in the pilot project would be an incentive. Donna will fill out the forms to request flex credit. Once this is determined then an email with all of the information about the process and the training session will be sent to faculty.

During the discussion of the Early Alert Template a faculty member shared with the committee a trend in student behavior in the classroom that is disruptive. This includes arriving late, talking with classmates during lecture, leaving after a few minutes and other types of rude behavior. The student government representative, James Weng, said that he would bring this issue to the next ASIVC meeting. Additional suggestions included talking with counselors who provide student orientations and teach the College Studies classes and ask that this topic be included in the information presented.

Shu –Yung Chen talked about the need to articulate IVC math with area high schools and indicated that a meeting with high school math faculty had not occurred for many years. The group discussed having a Friday afternoon meeting (perhaps lunch is provided) for this purpose and also talked about who would sponsor and plan this type of activity. The group recommended that Donna include this suggestion in the email to Dr. Justice.

Matriculation project updates included:

- Computer-Based Assessment Center—Zeke has been working with Steve Gross, District IT and the technicians with CAPP and Associates on the technical side of implementing the computer-based CTEP and math assessments. Zeke stated that we're very close but that the survey for multiple measures that's included in the CAPP program has only 16 questions that can be included and our current survey as 18. Brenda Borron said that we could eliminate the questions associated with reading (specifically 12 and 13) since that assessment has been discontinued (Nelson-Denny). Zeke provided copies of the survey to the group and Brenda indicated the two questions that could be eliminated. Zeke stated that the survey adjustment would speed the process.

- Site Visit Narrative—Donna said that the narrative has been mailed and that the visit will be during the spring semester. It is possible that the visiting team may want to talk to members of this committee and as soon as the visitation dates are determined she would let members know.
- IVC Program Review—Donna and the Senior Matriculation Specialists will be reviewing the survey results during their Friday department meeting and that the narrative will be completed prior to the Christmas holidays. She will bring the program review document to the next committee meeting.
- Online Orientation—Jenn reported that Tiffany Tran and the Matriculation Specialists are reviewing the online orientation.
- Orientation Room—Donna mentioned that she will follow up on the availability of SC 260F for use in the summer registration months for the orientations.
- Budget update—Even though we have officially just received the allocations for IVC from the state, the Governor has proposed budget cuts that could reduce the matriculation funding. At this point, no additional spending on matriculation projects will occur until there is clarification.
- Validation of ESL Writing Sample—Susan Stern reported that Denise Inciong from District IT is working with her on this project and it is progressing nicely.
- Update on Related Studies—Brenda Borrón said that the raw data has been gathered but since the research office staff is short one employee that analysis is lower in priority.