



**COLLEGE SUCCESS COORDINATING COMMITTEE
MEETING
April 28, 2009
1:30p.m. to 3:30p.m.
ROOM 1319
Minutes**

Committee Members Present: Lori Adrian, Co-chair, Karen Wong, Co-Chair, Connie Beringer, Jacque Escobar, Rick Hough, Melissa Komadina, Lucia Lachmayr, Leslie Shelton, Leigh Ann Sippel, Phyllis Taylor, Rick Wallace, Jeff Westfall, Mike Williamson, Linda Van Sciver, and Soodi Zamani

Committee Members Absent: Aileen Connigo, Rob Johnstone, and Sue Lorenzo

Recorder: Golda Gacutan

Materials:

- 1) Updated BSI Plan
- 2) Notes from the 3/24/09 Meeting
- 3) Prospectuses for a CSI Co-coordinator and an On Course Coordinator
- 4) (handout day of) Draft of Skyline's CSI model

Agenda Items:

- 1) Review and approve of the 3/24/09 minutes
Minutes were approved with corrections.
- 2) Send via e-mail any resources related to your project(s) that you want to post on the CSI website. See

http://www.skylinecollege.edu/facstaff/office_instruction/college_success_initiative/index.html .

Karen informed the group that all of Rachel's documents are accessible from the new CSI website. Posted are all reports and contact information for project leaders so that they can be reached by anyone interested in knowing more or getting involved. All updates and revisions have been made and any additional materials should be sent to Karen.

The recommendation for the “subnav” navigation links on the left is to keep them in the order of implementation, then alphabetized. Lori recommended that additional First Year Experience documents may need to be uploaded from the FYE sharepointe site. She’ll send her recommendations to Karen.

- 3) Publicize the two CSI positions that need to be filled: (a) CSI Co-coordinator for the Student Services projects, and (b) On Course Coordinator.

CSI Co-coordinator – There will continue to be three co-coordinators to split the 100% re-assigned time: two from instruction, and one from student services. The CSI Steering Committee updated the prospectus (to replace Jacquie), with .20 shifted from the overall lead position to the student services position, and it was approved by the Academic Senate. On Monday, the position was sent out, and interested applicants are to submit their paragraph of interest to the Academic Senate by May 8. The Senate will send their recommendations forward to the Steering Committee.

On Course Coordinator - Based on information received from other campuses, it is beneficial to have a coordinator to help faculty and staff integrate OnCourse methods into teaching and student services.

Rick H. reiterated his concern that narrowing the focus to OnCourse approaches might not be comprehensive enough to address the various issues related to learning. Lucia and others echoed this concern, and they also suggested having a more generic title for the position to avoid “product placement.” Phyllis addressed these concerns: 1. OnCourse is quite comprehensive in that it pulls together many teaching and learning strategies that are clearly and specifically connected to basic skills student success. Although other ideas are available, respondents on the Basic Skills listserv are overwhelmingly impressed by the unique and in-depth approach of OnCourse. 2. How these strategies are pulled together is what makes OnCourse unique, thus necessitating a position specifically grounded in its framework. So the current proposed title makes sense. 3. For other professional development needs not addressed by OnCourse, Phyllis is continuing as the CSI Professional Development Coordinator to further several other components, for instance Leslie’s workshops on multiple intelligences.

- 4) Get an update on the ACS Learning Community Coordinator position.

Two more faculty will be assuming CSI leadership positions with reassigned time. The person facilitating implementation of the ACS Learning Community will be Michael Hoffman, and David Hasson will facilitate development of contextualized curriculum.

- 5) Revisit the CSI mission: (a) Have we stayed true to the mission? (b) More specifically, does your project reflect the mission? (c) What do we need to still work on? (d) Does the mission need to be revised? (See http://www.skylinecollege.edu/facstaff/office_instruction/college_success_initiative/mission_goals.html .)

Lori made some changes to the mission as discussion was taking place. Specifically, there needs to be a connection to the First Year Experience work that was undertaken prior to the BSI. It was suggested that a small committee be formed to work on wording which then would be submitted to this group. The group will comprise of Karen, Soodi, Jacquie, and Lori.

A discussion ensued on the importance of keeping the campus community apprised of which CSI initiatives have started and their status. One means is through flex day presentations/ workshops.

Also discussed is which courses are considered basic skills, and whether the excel spreadsheet begun by Rachel is still accurate, given the new graduation requirements.

The group proceeded to review the different sections of the website.

- 6) “Knit together” all of the CSI initiatives by helping to build on a model initiated by Jacquie, Soodi, and Karen.

Leslie asked if the model can include learning communities; she sees them as a significant supporter of what is being done. The group consensus was that there is a need to incorporate all support services for basic skills students. But Karen reminded people that the model is intended to pull together all of the efforts directly connected to the CSI Initiative, not every program and service on campus.

Jacquie asked the group to look at how this initiative is named to make it more inclusive. The intent in using college success is to be more comprehensive across campus, addressing the needs of basic skills students, not narrowly focus on only basic skills classes. Question posed to the group was, “Do we want to change it or just tweak it to make it more comprehensive?” Lucia wants to keep the original name and not change it, and this was seconded by Phyllis.

Group suggestions on the handout:

- Leslie – replace the graphic with steps climbing up.

- Rick H. – replace the graphic with a clockwise circle, with arrows pointing from one step to another, and eventually pointing outward as the student achieves success and then encourages other students to enroll.
- Lori – consider renaming the graphic so that it reflects each of the major stages: Outreach...Transition...Retention...Progress...Success

Student Encounters Challenges:

- Melissa says that challenges can occur at all stages. Use side arrow to point to challenges. Maybe have 2 types of arrows, one arrow that is transparent to indicate the “challenges” aren’t a given.
- Leslie suggested adding the tutoring component.
- Soodi - There may be pieces added to this model as needed.
- Change the last box to “Student Encounters Challenges and Success”
- Rick W. suggested that the flowchart be included on the front page of handouts given on Welcome Day for students.

The second graph - CSI Professional Development:

- Tutor Training: need to add SI training.
- Curriculum: Michael Hoffman and David Hasson just started working on the parts of the CSI plan that directly relate to curriculum development.
 - Contextualized CTE: David Hasson is in the fact finding stage and other faculty will be contacted to help. Some CTE suggestions were to look at 1. Energy and Utilities 2. Child Services, 3. Health Science and Medical Technologies. Rick H. sees these more as modules instead of full classes; they can be part of specific units, tying into other classes.

Phyllis requested once these frames are done, if the group can put on a one-hour flex presentation to provide information to faculty about the CSI initiative, including where it’s at now and what’s going on? Opening Day will be here at Skyline so there can be the time to make the workshop happen.

- 7) Reminder: Register for the “Strengthening Student Success Conference,” which is from Wednesday- Friday, October 7-9 in Burlingame. For more information, see <http://www.rpgroup.org/events/sss09.html> . It often fills up by late June because it’s such a well regarded conference. Also note that professional development monies are available now!

The website is already available online. Professional development funds are available. Lori encouraged the group to attend. The structure of this function is set up so that funding may come from other sources. Phyllis shared that there is an additional pre-conference.

Regular Meetings: Please save the third and fourth Tuesdays of every month to meet, 1:30-3:30, in Room 1319.