



COLLEGE SUCCESS COORDINATING COMMITTEE MEETING

September 15, 2009

1:30p.m. to 3:30p.m.

Room 1319

Minutes

Committee Members Present: Lori Adrian, Co-chair, Karen Wong, Co-Chair, Connie Beringer, David Hasson, Michael Hoffman, Rick Hough, Melissa Komadina, Lucia Lachmayr, Virginia Padron, Leigh Ann Sippel, Phyllis Taylor, Rick Wallace, Mike Williamson, Linda Van Sciver, Leslie Shelton, and Soodi Zamani

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

Recorder: Golda Gacutan

Materials:

- 1) Notes from the 5/19/09 Meeting
- 2) CSI Update

Agenda Items:

Welcome and introductions of group members.

- 1) Review and approve the 5/19/09 minutes

There were questions regarding the budget information included in the meeting minutes. Lori mentioned that there have been changes in the budget since the last meeting. These minutes reflect the information known at the time.

Action Item: The group suggested that Karen send out the minutes in final form.

- 2) Welcome Michael Hoffman (ACS Coordinator), David Hasson (Contextualized Curriculum), Melissa Komadina (OnCourse Coordinator) and Virginia Padron (CSI Co-coordinator)!

Brief introductions were given by each of the new members.

Michael Hoffman – The pilot program is anticipated to begin in fall 2010; he is working on how to incorporate counseling. Mike Williamson commented that this

program looks like a combination of Math courses and that hard linking causes problems for students. A rough draft of the plan will be ready for Flex Day. Michael mentioned that he will be doing a lot of recruiting. He also reported that ACS will include READ/ENGL 826. Connie Beringer asked if this will be integrated Reading/English or stand alone. She requested to see the integrated version and asked if this process will be brought back to divisions. The answer was yes. Leslie Shelton commented that this program is targeting similar students that are served by TRIO and that their program can help with recruitment.

David Hasson – David reported that he is creating contextualized Math and English courses. He shared a website called FLICKR with the group to show as a visual of where he is getting ideas. He introduced the concept of “Transparency”, which is using visualizations to entice students. Linda Van Sciver mentioned that any picture or video used need to include text to make these learning tools accessible for all students. Mike W. said that this project is focused on environmental science. Karen asked about the design of the pictures, when they are going to be started and launched. She suggested that if there is a good template to follow, that would be a good place to start. The pilot program is expected to begin in summer 2010. Lucia commented that this has Career Tech Ed imbedded in the program. Lori asked how much it would cost to start. Mike W. said that if BSI can be used to fund the formatting, then other source(s) can fund the pilot.

Melissa Komadina – According to Melissa, the response on the survey has been very good. There is still an interest for further training; she is looking at securing training dates. At the Counselor Training Institute, Melissa completed an OnCourse training program and she mentioned that Jennifer Merrill has incorporated OnCourse into her Psychology 100 class.

Jacque Escobar and Nate Nevado are looking into combining Middle College and OnCourse with the high school initiative. Melissa is working on making OnCourse a Flex activity for one day and hopefully for another flex day in spring. She requested assistance in finding a way to arrange a reunion. She is in the process of developing customized materials. The other materials may be able to cut the price in half. OnCourse 2 will be training the trainer. Melissa shared that she would also like to attend division meetings to speak about OnCourse.

Virginia Padron – She is currently coordinating counseling initiatives and getting updates on all the initiatives. Virginia reported that she will start with Early Alert, which Carla Campillo is heading. Early alerts went out via email and phone calls.

Those students were encouraged to come in to meet with a counselor. Counselors are making the effort to conduct Early Alert classroom presentations.

- 3) (Phyllis) Brainstorm ideas and volunteer to present at the November flex about the CSI.

Phyllis requested suggestions from the group because people are wondering what BSI/CSI is. One recommendation is for a poster session that provides a brief explanation of what is happening. Leigh Anne brought up the possibility of having a podcast that can explain the various initiatives. There also will be a workshop on the ACS Learning Community.

- 4) Give feedback on the revised CSI mission, et. al. (See the original at http://www.skylinecollege.edu/facstaff/office_instruction/college_success_initiative/mission_goals.html.)

The group looked at the changes that need to be made and Karen recorded recommendations by the group.

The Program Development Goals and Overall CSI goals will now be combined. Lori recommended that that be done.

- 5) CSI Coordinating Committee Representative for the Equity Committee

David spoke on Rob's behalf. The meetings are every 4th Thursday of the month. He explained that the Committee is comprehensive in looking at the broad picture as well as classroom projects as it relates to equity issues, in part by analyzing and discussing the implications of data. Karen gave an open invitation for members to represent the CSI Coordinating Committee on the Equity Committee. There were no other volunteers except for those already on the committee, which include Lucia, Leslie, Rob, Rick W. and David.

- 6) CSI Implementation Updates

Lori explained the budget worksheet. Rick Hough questioned why there is a discrepancy in supplemental instruction and it was explained that that it supplements the existing tutoring budget. Ultimately, we have \$249K for operating expenses which is the carryover. The question is whether there will be more funding given for fiscal year 09-10. It's a question of whether to spend this year or extend what we have over multiple years. The question was raised about whether CSI should still fund pilot programs or if there are other creative ways to pay, such as through institutionalization or other grants?

Mike W. commented that we may find ourselves asking if Basic Skills can fund other services that are being affected by the budget cuts. No, we cannot supplant them. Instead the goal is to institutionalize worthwhile CSI initiatives.

Connie pointed out that a lot of the monies are going towards coordination. We are getting close to winding down coordination in some areas. Michael Hoffman shared his uncertainty about how to project how/when coordination is lessened. Lori suggested that he speak with others that have been through this process and have done assessments.

Action Item: Karen asked the group to get updates and budgets about initiatives they're overseeing to the CSI Steering Committee ASAP.

Leslie commented that TRIO services the same population of students and that the programs can be integrated; that way there is funding from different sources. Mike asked if TRIO could do a pilot and remarked that there has to be a way to support continuity of services.

Karen asked the group about what other topics can be discussed as opposed to having just reports. Rick H. suggested there be a specific report that people can request feedback and expertise.

Lucia commented that it would be helpful to have a spreadsheet that would easily show an overview of what everyone does so that we don't duplicate services.

- 7) Reminders: (a) Register for the "Strengthening Student Success Conference," which is from one Wednesday- Friday, October 7-9 in Burlingame, For more information, see <http://www.rpgroup.org/events/sss09.html> . It often fills up by or late June because it's such a well regarded conference. Also note that professional development monies are available now! (b) Send via e-mail any if 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 .

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

Definition, Mission, and Goals

(Original) CSI Program and Courses Definition:

Our comprehensive developmental program includes basic skills courses and other programs and services, including but not limited to physical education, counseling, nutrition, informational technology, that contribute to the overall well-being and success of basic skills students. Basic skills courses are those courses in reading, writing, math, computation, learning skills, study skills, and English as a Second Language, which are designated by the community college district as non-degree credit courses.

At Skyline, the courses that are below college-level transfer are designated basic skills. Click [here](#) for Skyline basic skills courses.

(Revised) CSI Program

Skyline's College Success Initiative (CSI) is building a pathway through the College that is characterized by a commitment to student learning through access, progress, and success. The CSI evolved from a focus on basic skills courses as well as programs and services that contribute to the overall well-being of basic skills students to their needs as they progress beyond basic skills to career technical and transfer level courses. CSI is the culmination of two major initiatives, both of which involved year-long, critical self-study processes: the Foundation of Excellence First Year Experience (FYE) project, and the State Chancellor Office's Basic Skills Initiative (BSI). Both focused on the need to be intentional about our actions and programming, and the need to integrate instruction and student services to support student success. Through funding from the BSI, we are building upon the data-informed recommendations generated by the FYE project, as well as drawing from discussions in multiple venues about student equity and student success.

(Revised Format) Definition of Basic Skills Courses

Basic skills courses are those courses in reading, writing, math, computation, learning skills, study skills, and English as a Second Language, which are designated by the community college district as non-degree credit courses, most of which are below college-level transfer. Click [here](#) for Skyline basic skills courses.

CSI Mission Statement:

Skyline's comprehensive **CSI Plan** will integrate instruction and student services to facilitate the transition of students into, through, **and beyond** degree, certificate, and transfer courses and programs.

CSI Philosophy Statement:

Skyline is committed to removing academic barriers, enabling smooth academic transitions, creating clearer pathways to student success, and providing student-centered approaches to learning.

Program Development Goals:

- ~~Create a climate of learning communities between faculty, staff, and students~~ **Create a welcoming and supportive learning environment for students.**
- **Create student support programs and services that promote student growth and development.**
- Create innovative, ~~non-traditional~~ approaches to learning based on best practices.
- Create contextualized curriculum for students.
- Foster faculty and staff collaboration focused on student success.

Overall CSI Goals:

- **Forge** Have a comprehensive **CSI Plan** ~~developmental program~~ **coursework that provides** with clear pathways to student success ~~Provide a seamless transition~~ transfer for students into, through, and beyond Skyline College.
- Provide diverse approaches for students with multiple learning styles.
- Prepare all basic skills students to succeed in college level courses and to achieve their educational goals