Skills4Success Committee Meeting
Thursday February 26th, 2009
Library 206 (R-206)
1:30 pm – 3:00 pm

Attendees: Edel Alonso (Counseling), Jennifer Brezina (English), Leslie Carr (Professional Development), Susan Crowther (MESA), John Garcia (English), Collette Gibson (Math), Anzhela Grigoryan (Math), Lee Hilliard (Computer Networking), Susan Ling (DSP&S), Mojdeh Mahn (TLC), Jose Martin (Modern Language), Michael McMahan (Humanities), Daylene Meuschke (Institutional Research), Catherine Parker (Research), Denee Pescarmona (English), Russell Richardson (Political Science), Tracey Sherard (English)

I. Review and Approve Minutes from February 12th
Minutes were passed out and reviewed by those in attendance. Revisions were made and the minutes were approved to be posted to the Skills4Success website.

II. Mission Statement, New Name, Organizational Chart
At the previous meeting, the committee talked about changing the groups name from College Success Skills Task Force to something else. Committee members that were present voted to change the committee name to “Skills4Success”.

Also at the previous meeting a draft of a mission statement was created by Denee Pescarmona. Committee members sent Denee suggestions on the mission statement and from those suggestions 4 mission statements were created and voted on by committee members that were present. The committee voted closely on two of the mission statements. The two mission statements were combined and revised to come up with the following mission statement:

*College of the Canyons Skills4Success empowers students to achieve their educational, employment, and civic goals through continued development of language, mathematical, analytical, and technological skills. Skills 4 Success is committed to creating an environment of learning and student engagement through coordinated instruction, student services, and supplementary services.*

An organizational chart was passed out to the committee members who were present. The organizational chart lists out members of the following sub-committees: Budget, Curriculum, Faculty Inquiry Groups, Professional Development, Research, Student Focus Groups, Supplemental Instruction, and Technology/Open Computer Lab. Committee members made revisions to the organizational chart and the chart will be posted on the Skills4Success website.
III. Open Computer Lab Proposal
Jennifer Brezina reported on the open computer lab proposal that has been submitted and approved. The technology sub-committee has met since the last committee meeting and envisioned a computer lab with instructional software that credit and noncredit students could use. The technology committee sees the open computer lab eventually being staffed by a non-credit instructor, but initially being staffed by an adult hourly employee with another adult hourly to help with the computers. The technology committee hopes to get this going by late March. The technology committee sees this as an instructional lab more than a tutoring lab. The technology committee is looking at ways to do this at the Canyon Country Campus as well as the Valencia campus. Hasley Hall 306 has been identified as a temporary location until a permanent location is determined.

IV. Research
Daylene Meuschke and Catherine Parker reported on what the research sub-committee has been working on. The non-credit ESL and the Hart District math placement research projects are in the final editing stage and the Math 025 profile has been put into a final report. An English research project requested by Denee Pescarmona and Tracey Sherard for the progression rates English 071, 081, and 091 students. Other research projects that are coming up include looking at the effectiveness of “The Zone”, high school placement from outside of the Hart District, and English retention success rate by faculty type – adjunct/full-time.

V. Work Group Reports
The Supplemental Instruction sub-committee reported that they will be getting together within the next week to discuss which direction they will be going.

Denee reported on behalf of the Professional Development sub-committee. Denee let the committee know that they are getting people together two conferences coming up, the CTE Basic Skills meeting in Universal City and the Santa Barbara City College Colloquium “Building Student Success: Planning, Implementing, and Evaluating a Student Success Initiative”. Anyone interested in attending either conference should contact Audrey Green.

The budget/funding sub-committee will be meeting on March 9th and will also be holding a Skills4Success funding workshop on March 20th.
VI. Hewlett Leaders in Student Success:
Denee reminded the committee that the Hewlett Leaders site visit team will be coming to COC on April 2nd for their site visit. A schedule of the day is being compiled and will be available through Audrey Green’s office.

VII. Next Meeting
The next meeting will be held on Thursday March 26th from 1:30 pm – 3:00 pm in Library 206. The March 12th meeting will not be held to allow the sub-committees time to meet and start working on their projects.
Attendees: Edel Alonso (Counseling), Leslie Bretall (Library), Jennifer Brezina (English), Mitjl Capet (Instruction), Susan Crowther (MESA), Collette Gibson (Math), James Glapa-Grossklag (Distance Learning), Audrey Green (Academic Affairs), Kim Gurnee (English), Lee Hilliard (Computer Networking), Adam Kempler (English), Kevin Kistler (Academic Affairs), Mojdeh Mahn (TLC), Jose Martin (Modern Language), Daylene Meuschke (Institutional Research), Catherine Parker (Research), Denee Pescarmona (English), Mary Petersen (English), Russell Richardson (Political Science), Debbie Rio (Enrollment Services), Tracey Sherard (English)

I. Review and Approve Minutes from February 12th
Minutes were passed out and reviewed by those in attendance. Revisions were made, motion to approve minutes to be posted to the S4S website; Jose Martin, second Jennifer Brezina, approved.

II. Research
Daylene Meuschke and Catherine Parker gave a presentation on 4 different research reports that have been completed. The reports will be available on the intranet and S4S website and the PowerPoint presentation will also be available on the S4S website.

-Non Credit ESL Profile. This report profiles enrollment patterns starting in summer 2005 to fall 2008. Data includes: How many times do students take a noncredit ESL level before progressing to a higher level, what is the average number of hours students spend in a level before progressing to a higher level, what is the progression rate from noncredit to credit ESL, How many students attend fewer than ten hours and stop out, how many students start at a higher level then enroll in a lower level, how many students take noncredit ESL classes in the level in which they placed, what are the demographics for the noncredit ESL population (age, gender, ethnicity, and zip code).

-English 071 and 071L Success Comparison. This report addresses the success rate in English-071 for students who enrolled in and passed English-071L compared to students who did not pass English-071L and those who did not enroll in English-071L in Fall 2008. This report also shows data on English overall success rates and by ethnicity for English 071, 081, 091, 094, and 101.

-English Success Rates by Faculty Type. This report shows the data for success rates of students enrolled in English courses with adjunct instructors and full time instructors. The courses sampled were English 071, 081, 091, and 101.

-English Progression Analysis. This report shows data for the progression rates for students who enrolled in English-071 in fall 2004, 2005 and 2006. The courses sampled were English 071, 081, and 091/094. This reports also shows the progression rates for students who started in English-071, 081 and 091/094 in fall 2006 by ethnicity.
Other reports coming soon include: Action Implications for the reports that were presented above, the effectiveness of The Zone, math placement for high school graduates from outside the district, and Identifying courses which may benefit from a supplemental course by analyzing retention/success rates.

III. Group Reports

**Curriculum**- Collette Gibson reported that ESL has made progress coordinating ESL with non credit ESL. Applied math is trying to create problem sets from other disciplines. Math is focusing on offering applied sections of math 60 in fall 2009. Kathy Kubo, George Ryhs and Collette are working on the applied math side.

**Supplemental Instruction**- Collette Gibson is offering some workshops for Math 70 as of right now that are tied to sections in the book prior to exams. Jose Martin and Mary Petersen will co-chair the supplemental instruction work group.

**Technology/Open Computer Lab**- Jennifer Brezina reported that their group has met a couple times since last meeting and are close to submitting a funding proposal. The computer lab will be called the Skills4Success Center. This will not be piloted this semester but rather in fall 2009. They are also coming up with a marketing campaign for students.

**Budget Deadlines**- Denee Pescarmona and Audrey Green held a workshop on March 20th on how to apply for Basic Skills funding. End of spring and summer 2009 proposals will be accepted March 20 - April 15. The proposals will be reviewed by the funding committee; proposals will be blinded when reviewed by the committee. The committee will use the rubric to score the proposals and will let those who submitted proposals know by May 1st if accepted or not. Proposals for fall 2009 projects will be accepted May 1 – 20 and will notify those who submit proposals by the end of school year if proposals have been funded.

IV. Hewlett Leaders Update/Reminder

Two members from the Hewlett Leaders in Student Success Program will be visiting us on April 2nd. Audrey Green will be putting together criteria on what they are looking for and how they will score us.

V. CalADE/NADE membership for campus

Mary Petersen passed out information on CalADE. They have a website that links to meetings. Mary also spoke about the membership and the potential for the national conference being in California.

VI. Conference Report

Denee Pescarmona attended the CCCC conference in San Francisco and the Innovations conference in Reno and gave a quick report on both of them.

VII. Summer Bridge

Denee Pescarmona reported on the Summer Bridge program. This program will be piloted this summer and is limited 25 students.

VII. Next Meeting: April 23rd 1:30 – 3:00 in R-206

There will not be a meeting on April 9th due to Spring Break.
I. Review and Approve Minutes from March 26th
Minutes were passed out and reviewed by those in attendance. Revisions were made, motion to approve minutes to be posted to the S4S website; Jose Martin, second Collette Gibson, approved.

II. Research
Daylene Meuschke and Catherine Parker spoke about what the research sub-committee has been working on. A handout was passed out for a report on the top 20 courses that have shown historically low success rates and that would benefit from supplemental instruction. The 20 courses that were identified with low success rates were from the Fall 2006, 2007 and 2008 semesters. Courses included in the analysis offered four or more sections, with the exception of ESL courses. ESL courses were included in the analysis at the request of the Skills4Success Supplemental Instructions sub-committee. This report included only on-ground courses and excluded courses in which only one semester of data was available. Two of the recommendations made in the report included inviting instructors who teach courses identified in the top 20 list of courses with historically low success rates to incorporate supplemental instruction into their course and also consider expanding supplemental instruction invitations to instructors teaching courses that are not identified in the top 20 list. A copy of the handout will be posted on the S4S website. The effectiveness of The Zone will be the next report the research sub-committee will be working on.

III. Hewlett Leaders Announcement
Denee Pescarmona let the group know that College of the Canyons was selected as one of the Hewlett Leaders in Student Success award winners. Denee thanked everyone that helped with the gathering of data and with the April 2nd site visit from the Hewlett Leaders visiting team. The official announcement will be made on May 8th in Sacramento; College of the Canyons will be one of three California Community Colleges to receive this recognition. Denee also let the group know that the Hewlett visiting team mentioned the positive attitude and enthusiasm of the faculty was a key factor for College of the Canyons being selected.

IV. Group Reports
Curriculum – The Curriculum group has not recently met. Collette Gibson let the group know that the Math department will be meeting with math faculty from the Hart District directly after this meeting. The English department will also be meeting with English faculty from the Hart District on May 13th. Jennifer Brezina also reported that ESL has a new course sequence in line for curriculum and that they are turning their focus to conversation and computers for ESL.
Supplemental Instruction – Jose Martin updated the group on the supplemental instruction sub-committee. A website is being built to inform faculty about the nuts and bolts of supplemental instruction. They are also in the process of collecting surveys from division meetings and getting in touch with departments to see if they want to do anything regarding supplemental instruction.
**Technology** – Jennifer Brezina let the group know they have officially submitted a Skills4Success Center computer lab proposal and are waiting to get official word if it has been accepted.

**Budget Committee** – Denee Pescarmona let the group know the budget/funding sub-committee received 17 funding proposals, and they are currently being reviewed by the members of the sub-committee. Once the sub-committee has completed reviewing the proposals, the approved proposals will be forwarded to Dr. Capet for final approval. The next deadline for submitting funding proposals will be May 20th. Denee also let the group know that the 2009-2010 BSI Action Plan will be due earlier this year, most likely in mid September. Susan Crowther also added that the rubric used for scoring the proposals should be updated now that we have gone through the process once.

**Professional Development** – The Professional Development sub-committee will be meeting this upcoming Monday. Russell Richardson and Denee are currently working on a mission statement and learning outcomes for the certificate program. Currently there are 2 Skills4Success FLEX workshops, if there are any additional ideas for a FLEX workshop please email Denee and let her know.

V. **CMC^3 Conference Report**

Collette Gibson attended the CMC^3 (California Mathematics Council Community Colleges) conference which was paid for with Basic Skills funds. Collette updated the group on what was discussed at the conference and how the Math Department at College of the Canyons can use what was learned at the conference.

VI. **Upcoming Conferences**

- **SBCC Colloquium, April 24th.** A team of 6 from College of the Canyons will be attending the SBCC *Building Student Success* Colloquium. SBCC was a 2008 recipient of the Hewlett Leaders in Student Success award.
- **Basic Skills Regional Meeting, May 7th - 8th L.A. Mission College.** Currently this Regional Meeting is full but Denee is trying to secure some extra spots for College of the Canyons representatives. Denee should know within a couple of days if we can get anyone in and then a team will be put together to attend.
- **Basic Skills Boot Camp, May 29th - 31st Chaffey College.** A team of three from College of the Canyons will be attending the Basic Skills Boot Camp at the end of May.
- **Reading Institute, August 3rd - 5th Santa Ana College.** We have received approval to send two faculty members from College of the Canyons to the Reading Institute put on by WestEd. The two faculty members that attend the reading institute can pass on the information to the Skills4Success committee as well as other college faculty and staff.

VII. **Upcoming Presentations**

- **Dr. Lynn Wright - Creating a Culture of Inquiry: How to Start Faculty Inquiry Groups on Campus.** This presentation is part of the S4S Wednesday Workshop series and will take place in Hasley Hall 232 on April 29th from 2:30 – 4:00.
- **PLATO & SkillsTutor Software Demonstrations.** Representatives from PLATO and SkillsTutor will be on campus Thursday April 30th giving demonstrations of their products. The demonstrations will take place in PDR #2 from 2:00 – 3:30.
- **Dr. Kathleen Gabriel - Teaching Unprepared Students.** This will also be a part of the S4S Wednesday Workshops. Dr. Gabriel will be discussing her book on teaching unprepared students and how to improve student success. Copies of her book will be made available to those who wish to attend.

VIII. **Next Meeting: May 14th, 2009 1:30 – 3:00 in R-206**
Skills4Success Committee Meeting  
Thursday May 14th, 2009  
Library 206 (R-206)  
1:30 pm – 3:00 pm

Attendees: Edel Alonso (Counseling), Gina Bogna (Community Education), Jennifer Brezina (English), John Garcia (English), Collette Gibson (Math), James Glapa-Grossklag (Distance Learning), Anzhela Grigoryan (Math), Kim Gurnee (English), Lee Hilliard (Computer Networking), Adam Kempler (English), Susan Ling (DSP&S), Heather Maclean (ESL), Mojdeh Mahn (TLC), Jose Martin (Modern Language), Daylene Meuschke (Institutional Research), Catherine Parker (Research), Denee Pescarmona (English), Mary Petersen (English), Russell Richardson (Political Science), Debbie Rio (Enrollment Services), Patty Robinson (Social Science and Business), Jasmine Ruys (Admissions), Tracey Sherard (English)

I. Review and Approve Minutes from April 23rd
Minutes were passed out and reviewed by those in attendance. Revisions were made, motion to approve minutes to be posted to the S4S website; Jose Martin, second Jennifer Brezina, approved.

II. Conference Reports
-SGCC Colloquium: Tracey Sherard and Denee Pescarmona reported on the SBCC Colloquium that a group from College of the Canyons attended. Tracey felt this was a good experience given that College of the Canyons will be holding a similar event in the upcoming year with the money we received from the Hewlett Leaders in Student Success Program. Denee let the group know that SBCC started their partnership for student success a year before the Basic Skills Initiative was introduced. SBCC designated over a million dollars before any Basic Skills Initiative money was made available. Tracey, Denee, Jennifer Brezina, Kim Gurnee, Mary Petersen and Jose Martin attended the SBCC Colloquium.
-BSI Regional Meeting: Jennifer Brezina, Catherine Parker, and Collette Gibson reported on the Basic Skills Regional Meeting they attended at LA Mission College. Jennifer reported that the usual colleges were represented such as Chaffey and SBCC. Grossmont College presented about their learning communities program and LA Trade Tech gave a presentation about cross curricular vocational instructors. Catherine let the group know that El Camino presented about outreach and counseling services and that Chaffey College gave a report on their student success centers. Collette demonstrated the new Basic Skills Initiative website for the group.
-BSI Non-Credit Meeting: Debbie Rio passed out a handout and gave a presentation about the BSI Non-Credit Meeting that a group from College of the Canyons attended. As a result of this meeting, a new sub-committee is being formed to bridge the gap between credit and non-credit courses. Debbie, Myriam Altouji, Gina Bogna, Heather MacLean, and Jasmine Rhys, attended the BSI Non-Credit meeting.
-Hewlett leaders Announcement: Audrey Green and Denee Pescarmona attended a meeting in Sacramento where College of the Canyons was officially recognized by the Hewlett Leaders in Student Success Program. Chaffey College and Mendocino College were the other two Colleges recognized by the Hewlett Leaders. The PAL program, the Associates Program, professional development for adjuncts, and the applied math projects were a few of the things College of the Canyons was recognized for. College of the Canyons was awarded $15,000 from the Hewlett Leaders which will be used for dissemination of information and train the trainer workshops. Audrey and Denee spoke with Chaffey College representatives about doing some group work together.

III. Group Reports
-Curriculum: Denee Pescarmona reported that the curriculum group will be meeting next Thursday. The English department met with English representatives from the Hart District on May 13th and plan to continue meeting on a regular basis.
**Supplemental Instruction:** Mary Petersen reported that they will be submitting their funding proposal for Fall 2009 and that they have met with all of the departments to plan and visualize exactly what the supplemental instruction workshops will be. Jose Martin reported that they have been contacting faculty members that have volunteered to teach the workshops in the Fall.

**Professional Development:** Denee Pescarmona reported that they are looking at 4 more Wednesday workshops in Fall 2009. Edel Alonso and Bob Maxwell will most likely do another presentation similar to the ones they gave this Spring.

**Technology:** Jennifer Brezina reported that the funding committee has recommended approval for the Skills4Success Center and they are now waiting for final approval from Dr. Capet. Jennifer also reported their may be an additional demonstration from PLATO and SkillsTutor of their respective software soon.

**Budget/Funding:** Denee Pescarmona let the group know that the budget/funding sub-committee met on May 4th to review all of the proposals that were submitted for Spring and Summer 2009. The total of all of the proposals came to over $260,000. All proposals that were recommended for approval by the budget/funding sub-committee were forwarded to Dr. Capet for final approval. The deadline for submitting funding proposals for Fall 2009 projects will be May 20th.

**Research:** Daylene Meuschke and Catherine Parker reported to the group about what research projects they have been working on. The math placement analysis report will be expanded to include classes for 2006 and 2007, they are also looking at the last math class a student takes in high school and how that correlates with what math class they place in at College of the Canyons. The supplemental instruction report is wrapping up; this report will not include data from on-line classes but only on-ground classes. They have also started the report on the effectiveness of The Zone but this could take a little while. They only have data from Fall 2008 on The Zone and they would like to get a complete year of data before producing a final report.

IV. Upcoming Conferences

**Reading Apprenticeship:** College of the Canyons will be sending two faculty members to the Reading Institute put on by WestEd. The two faculty members that attend the reading institute can pass on the information to the Skills4Success committee as well as other college faculty and staff. Information on the Reading Institute was passed out to the group.

**Basic Skills Boot Camp:** We currently have approved three people from College of the Canyons to attend the Basic Skills Boot Camp on May 29 – 31. There is a possibility that we may be able to send more representatives from College of the Canyons.

**Strengthening Student Success Conference:** College of the Canyons will be giving a presentation at this conference which is being held on October 7 – 9 at the San Francisco Airport Marriott. College of the Canyons will most likely be sending a team of 5 representatives.

V. Upcoming Presentations

Denee Pescarmona asked the group to spread the word about Dr. Kathleen Gabriel’s presentation on May 27th. If anyone would like a copy of Dr. Gabriel’s book, contact Patrick Backes in Audrey Green’s office.

VI. BSI Action Plan

Denee Pescarmona let the group know that as of now the submission deadline for the 2009-2010 Basic Skills Initiative Action Plan has not been moved up to mid September as previously thought.

VII. New Business/Other Discussions

Denee Pescarmona let the group know if they wanted anything added to the agenda for our next meeting to send it to her or Patrick Backes.

VIII. Next Meeting: May 28th, 2009 1:30 – 3:00 in R-206
I. Welcome Back, Approval of May 2011 Minutes
- Minutes were passed out and reviewed by those in attendance. Motion to approve minutes made by Jennifer Brezina and second by Jose Martin, approved.
- Denee Pescarmona gave a brief review on a few of the things the Skills4Committee accomplished in the 2010-2011 academic year. These accomplishments included the First Year Experience program which 200 incoming freshman completed, the 3rd annual Spring Symposium, Supplemental Instruction which saw over 6,000 Guided Learning Activities (GLA’s) completed by students, and the groundwork for the Skilled Teacher Certificate was completed.
- Everyone in attendance introduced themselves.

II. Planning for 2011-2012
Denee updated the group on the some of the changes to the Basic Skills Action Plan for 2011-2012. The State Chancellor’s Office has requested that we submit data for two programs, which are utilizing Basic Skills funding, to demonstrate that we are using this funding to support student success.

III. Subcommittee Reports
- First Year Experience: Denee let the committee know that the First Year Experience (FYE) subcommittee is schedule to meet on the first and third Thursday’s of each month.
- SCV Learning Consortium: Catherine Parker let the committee know that the SCV Math Learning Consortium will be meeting on September 6th from 4:00 – 5:30, and the SCV English Learning Consortium will be meeting on September 20th.
- Supplemental Instruction: Jose Martin let the committee know that the Supplemental Instruction subcommittee is currently working on content for upcoming supplemental instruction workshops.
- Professional Development: Brandy Beda let the committee know that the Professional Development subcommittee will be meeting on the 4th Wednesday of each month in the X-6 Conference Room. Meeting requests will be going out shortly.
- Non-Credit to Credit Transition: Kevin Kistler updated the committee on the ceremony that was held for those students who successfully completed the Non-Credit Certificates. The Non-Credit to Credit subcommittee has not yet set meeting times for Fall 2011 yet, but meeting requests will be going out soon.
IV. Research Update
Catherine updated the group on what the Research subcommittee has been working on. Currently they are working on a Supplemental Instruction analysis for Fall 2010. Reports that are currently being written or edited include out of district Math and English placement, the MATH-025 in class tutor survey, the Cougar Days survey, the FYE Orientation Day survey, and the Supplemental Learning workshop and GLA reports. Catherine reminded the other subcommittees to please populate the OneNote electronic notebook with what there subcommittees have been doing.

V. Upcoming Conferences
- November 4th, 2010: “Creating an Effective Mindset for Student Success”. Cerritos College

VI. New Business/Other Discussion
None

VII. Next Meeting
Thursday September 22nd, 2011. 2:00 – 3:00 in Library-206 (R-206).
I. Review and Approval of Minutes from December 3rd
Motion to approve minutes to be posted to the S4S website made by Jose Martin, second by Jennifer Brezina, approved.

II. Sub-Committee Reports
- Curriculum: The CB21 recoding has been completed. Thank you to the Math, English and ESL department for helping complete this.
- Non-Credit to Credit Transition: Debbie Rio passed out the minutes from the last meeting the Non-Credit to Credit transition subcommittee had. Debbie shared that a non-credit application in Korean has been finalized and is being distributed to the community. Debbie also shared on the non-credit ESL alignment, ESL class update, and managed enrollment.
- Professional Development: Fred D’Astoli shared that he felt the Student Success Symposium was a tremendous success. The Professional Development subcommittee is looking forward to producing more ideas for faculty related to the S4S committee.
- Research: The research subcommittee has been looking at the English, Math and ESL cut scores as well as the validity of the content of Accuplacer. The research subcommittee has just completed a report of students who participated in Supplemental Instruction workshops, also tracking which instructors are requiring supplemental instruction and how much. Daylene Meuschke let everyone know about the folks that will be visiting us from Berkeley to interview faculty and administrators related to Basic Skills. This will be similar to the interviews that were conducted by the Hewlett Leaders. The Research sub-committee has also been working on the MDTP and CTEP.
- Supplemental Instruction: The SI subcommittee has gone through all the materials generated last semester for workshops to tweak small errors. Spring workshops have already begun. Suring the Fall 2009 semester there were on average about 8 students attending each workshop, this number appears to be going up into low teens. One recent workshop had 26 students show up. A Supplemental Instruction workshop website is currently being developed as well.
- First Year Experience: The FYE committee has been meeting regularly; the content for “Cougar Days” is currently being developed, looking to add a parent component to this as well. The next step for the FYE committee is marketing materials so we can begin the word out, also start to recruit faculty and student ambassadors for outreach to the high schools.

III. Cal-PASS PLC Meetings
Catherine Parker updated the group on the Cal-PASS kickoff that was held on February 9th. Had a great turnout with faculty from COC, CSUN and the Hart District attending. Catherine let everyone know that the first Math and English Professional Learning Council meetings are coming up the second week of March.
IV. Hewlett Leaders Luncheon, March 5th 2010
On March 5th we will be meeting with two of the other Hewlett Leader campuses, Santa Barbara City College and Chaffey College, along with Dr. Linda Umbdenstoc for a strategy session. The meeting will be held in the University Center.

V. Update on Statewide BSI
No BSI regional workshops are scheduled for this semester as they have been in the past.

VI. New Business/Other Discussion
- Daylene updated the group on the ARCC data report.
- Audrey updated the group on what we can expect for Fall 2010 with many students being turned away from CSU and UC campuses.
- John Garcia updated the group on the TABE pretesting.

VII. Next Meeting
S4S Meeting Minutes, February 24, 2011

Attendees: Mahn, Kempler, Meuschke, Grigoryan, Hilliard, Houser, Prier, Kistler, Lozano, Alonso, Hooper, Dreiling, Brezina, Altounji, Sherard, Petersen, Martin, Pescarmona

Approval of the Minutes: Mahn, Hilliard (approved)

Budget: Denee provided an update on the P1 apportionment of Basic Skills moneys to COC. The funding information was updated, and COC should receive approximately $240,000. Edel requested that an expenditure plan and budget be presented to the S4S committee at the next meeting.

ARCC: Denee and Daylene presented concerns about the way the ARCC data was being calculated after meeting with Mark Wade Lieu and others from the Chancellor’s Office at the League for Innovation conference. They will be doing more research into the issue.

Institutional Commitment to Basic Skills: A spirited discussion regarding the faculty coordinator position occurred. Several concerns were raised. Some faculty believed that the committee should be headed by Math and English faculty each with 50% reassigned time as having a team has value; others commented that the position should be advertised not just appointed; some committee members felt that leaders should be teaching courses in the Basic Skills departments. Denee said she would return to Audrey and Mitj with a desired application process with deadline; the amount of reassigned time should be advertised with description.

Research Updates:

- FYE: research is tracking success and persistence who tested into one basic skills class (non cohort/cohort) including their availing themselves of the resources available
- SL: research is conducting a detailed analysis of success and persistence rates of students who participated in SL vs. cohort of those who did not.
- Applied Math: research is looking at the final exam scores for Math 060 (applied v. non-applied) in conjunction with a self-efficacy survey (pre and post) in Applied Math and non-Applied Math.
- Prof Dev: research is working on creating a OneNote notebook for Skilled Teacher Certificate
- N/C to CR: Needs a research plan
- SCV LC: research needs to create a satisfaction survey for learning consortiums
- English: research has examined surveys for tutoring (students, tutors, faculty—pre and post). Reports are being edited.
- Math Progression Study Overview of results: Results will be discussed in detail at Math FIG on March 4. Lower the students they start the less likely they are to move beyond the first class. Math 025 30-45% not moving past 025. EdSource data suggests that more time does not equal increased student success. Math 058 40% do not move beyond the initial course. By Math 070, 1/3 not moving beyond Math 070. Sample sizes for 026 and 059 are low.
- GLA and Workshops: Satisfaction surveys are being analyzed right now.
- Focus Groups: research needs to work out the questions. Focus groups should include CR/NC ESL, Math, English.
• English Progression Report 2.0: Ongoing, looking at the Fall 08 and 09 cohorts.
• Constructing Math 02S Analysis for In-Class-Tutors looking at success, progression, and looking at the students who complete the sequence within 2 years.
• ESL: Affective survey of 080 and 083 to assess the content and speed of the class.
• Transition Workshops: Satisfaction Surveys for May workshops
• PAL: Three separate PAL requests (Math, English, and Distance Learning)—applicable to look at those requests in this group.
• Focus Group: Students in English pre- and post-faculty presence.
• Update for Hart District placement for Fall 2010 graduates. No improvement in terms of better placement.
• Faculty Survey: Feedback with English tutoring success. Better communication with TLC and better training for tutors. Tutors want more time students; time needs to be expanded so intake/exit forms are not part of the session.
• Reminder for OneNote. Call Catherine Parker if you need help navigating the OneNote.
• 5 FLIP cameras have been purchased for S4S use. Ask Jim if an extra computer can be made available for WC.

SubCommittee Reports:

FYE: Denee—committee needs to meet; 12 units will be included in the initial offerings., info from Hart District meetings is being constructed for FYE visits. More details about changes to FYE will be made available in mid-March to faculty and deans.

Math SCV LC: Calculator issue is a big deal (success in courses and in placements); early communication in college; how to be a successful math student (practices/skills). Better information about the placement for students in HS. Math is working on information for high school students, parents, and teachers on how to be a successful math student.

English SCV LC: HS teachers designed a prompt to help inform students about college level writing expectations. COC faculty encouraged them to use a 091 prompt not an English 101 prompt. Norming, glossary and observations are being planned.

SL: Website redesigned. Math met over Winter and redid curriculum. Jams in Math and English are being planned—extra practice beyond what they get in workshops and GLAs. Math JAMS are packed; English JAMS have no students so far. New attendance taking system has designed by Alex. 3000 bookmarks have been made; more are coming. English faculty is writing JAMS. Mary and Jose led FLEX workshops. Need to create a soft skills curriculum; need for online GLAs with online tutors.

Professional Development: The professional development subcommittee hosted the 3rd Annual Student Success Symposium on January 31, 2011. Guest speakers included Kay McClennen from the CSSE and Laura Hope from Chaffey College. The theme for the symposium was “From Barriers to Bridges.” S4S is also partnering with ITL and FDC to craft a Skilled Teacher Certificate. The certificate will be launched Fall 2011.
The Non-Credit to Credit transition team is creating a series of Transition Workshops to help non-credit GED and ESL students make the transition to credit courses at the college. The team is also looking at creating learning communities between CTE programs and non-credit programs, such as computer networking and non-credit ESL. Thursday, May 12 UCEN 258 will be the date of the Transition Workshop. Completers ceremony for students who complete NC ESL sequence and NC GED is being planned. The team is working on a contextualized Learning program partnering with CTE and NC. New faculty are invited to participate—3rd Tuesday of the month. 48 certificates were granted in Fall under new ESL curriculum.

Curriculum: English and Math FIGS are both working on Acceleration issues related to curriculum.

Announcement: Textbooks and Bookstore issues. Effects this has on under-prepared students. Poor service has an impact on student success.

Dismissal
Skills4Success Committee Meeting
Thursday March 28th, 2013
Private Dining Room #2
2:00 pm – 3:00 pm

Attendees: Patrick Backes (Academic Affairs), Ebony Coburn (Distance Learning), Erin Delaney (English), Cynthia Dorroh (Allied Health & Public Safety), Audrey Green (Academic Affairs), Angela Grigoryan (Math), Lee Hilliard (Computer Networking/Electronic Systems Technology), Garrett Hooper (Counseling), Dora Lozano (EOPS/CARE), Mojdeh Mahn (TLC), Ana Palmer (Math), Catherine Parker (Institutional Development), Denee Pescarmona (Instruction), Brent Riffel (History), Jasmine Ruys (Admissions and Records/Non Credit), Theresa Zuzevich (Grants)

I. Welcome and Approval of February 2013 Minutes
-Garrett Hooper and Angela Grigoryan welcome everyone in attendance.
-Motion to approve February 2013 minutes made by Catherine Parker and second by Jasmine Ruys, approved.

II. Subcommittee Reports
-First Year Experience (Garrett): Planning for the 2013-2014 First Year Experience (FYE) program has begun, outreach to all of the high schools is finished and the FYE website is updated with all steps and deadlines students need to complete to be eligible for the program. Applications will be open beginning April 1st and assessment tests must be completed in the month of April. Only students who place below transfer level are eligible for the FYE program this year. Eligible students will then have May 1st – 15th to complete the FYE Application. Orientation Days will be held July 8th – 11th, Cougar Days and Orientation Days will be combined this year into a single day.

-SCV Learning Consortium:
Math (Angela): The Math group spent their last meeting discussing common core and looking at new assessment tools for common core. The math group is also planning a small pilot of math workshop at Hart High school for assessment preparation. The workshops will be a total of 8 hours and will be held over two Saturdays.

English (Daylene): The English group reviewed and discussed the analysis of students who received either an A or B grade their senior year English courses. These students seem to be succeeding in their English courses at College of the Canyons at much higher rates. The group also discussed that with ENGL-091 being articulated with English 12A, with an A or B grade, would be good motivation for students to take their senior year English courses more seriously. Reading apprenticeship workshops will be held on on June

-Supplemental Learning (Angela): Attendance numbers for the first 5 weeks were much better than last semester. Workshops will be offered beginning in week 2 this year. CCC numbers are improving, not quite where would like them to be but getting better.

-Non Credit to Credit Transition (Jasmine): The group met this past week to clean up the Summer Bridge courses and decide how to promote them. 3 summer bridge sections will be offered this summer.
-Webpage/Marketing (Garrett): The Skills4Success page has been completely revised, Jose Martin done a lot of work on this. Some of the new features include subcommittee pages for a place to put reports and meeting notes, and a faculty resources section that is password protected.

-Research (Catherine): Finalizing the survey for FYE students that is required of them to stay eligible for the program. Will be looking at how many degree applicable and transfer units have been earned to date. Working on Supplemental Learning success and retention for spring and fall 2012, also looking at the Guided Learning Activities versus Supplemental Learning workshop to see if one seems to be working better than other. Finalized he report for top 20 courses with historically low success rates.

III. Group Activity
-Those in attendance discussed the following topic: Name two things, if provided, in your opinion that would significantly improve student success. This would be another good discussion topic to have at Division meetings.

IV. Upcoming Conferences
-Learning Communities Conference

V. New Business/Other Discussion
-None

VI. Next Meeting
Thursday April 25th, 2013. 2:00 pm – 3:00 pm in Private Dining Room #2.
I. Welcome
-Angela Grigoryan welcomed everyone in attendance.

II. Review of College & Career Readiness Conference
-Denee reported out on the College and Career Readiness Conference that was held on Friday April 19th at College of the Canyons. Approximately 50 counselors and administrators from College of the Canyons and the Williams S. Hart District attended. The keynote speaker and presenter was Dr. Charis McGaughy who serves as the Director of Research projects for the Educational Policy Improvement Center (EPIC). The presentation focused on what it truly means for a student to be college and career ready and the four keys to College and Career Readiness which are: 1) Key Cognitive Strategies, 2) Key Learning Skills and Techniques, 3) Key Content Knowledge, and 4) Key Transition Knowledge and Skills.

III. Subcommittee Reports
-First Year Experience (Angela): The deadline for potential First Year Experience (FYE) students to complete their English and Math Assessment tests in May 1st, after that students will be able to complete the FYE application online.

-SCV Learning Consortium:
   English (Angela): The SCV English Consortium will be talking about norming a set of essays form ENGL-096 at their next meeting. Angela also reminded the committee about the June 14th Reading Apprenticeship workshop that will be held in the University Center Room 258.

-Math (Collette): The SCV Math Consortium looked at grades from a selection of Math courses at their last meeting. The first half of the Math prep workshop was held at Hart High School this past Saturday will finish up with the second workshop this upcoming Saturday. Christine Benitez will now be serving as the co-chair from the Hart District side for the Math Consortium. Christine is the Assistant Principal at Golden Valley High School and has a background in mathematics.

-Supplemental Learning (Angela): Numbers are positive in terms of growth compared to last semester. Planning on offering workshops directed at MATH-075 students in Fall 2014.
Non Credit to Credit Transition (Jasmine): The end of the year celebration for ESL groups is being planned. Marketing the 3 summer bridge courses (Counseling, English, Math), the co-requisites have been lifted from these courses so a student can take these course separately now.

Acceleration (Angela): Math and English acceleration courses (MATH-075 & EGNL-096) continued to be offered. The acceleration subcommittee will be looking at different types of acceleration models that are being used at other colleges.

Webpage/Marketing (Angela): Hoping that the subcommittee report section will be available for the May subcommittee updates. Subcommittee minutes and/or reports can be posted on the website which will allow more time for discussion during the Skills4Success Committee meetings.

IV. Research Report
-See attached document.

V. New Business/Other Discussion
-None

VI. Next Meeting
Thursday May 23rd, 2013. 2:00 pm – 3:00 pm in Private Dining Room #2.
### S4S Research Update – 4/25/13

<table>
<thead>
<tr>
<th>S4S Project</th>
<th>Research Plans for 2012-13</th>
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<td><strong>Announcements</strong></td>
<td>• None</td>
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| **FYE** | • Upcoming (Already discussed):  
  o Fall 2012 semester survey: Report being edited  
  o 2010-11 cohort: How many degree/applicable/transfer level applicable units have been earned to date.  
  o All cohorts:  
    o Who persisted?  
    o How many have completed 30 and 48 units?  
    o How many have completed a degree and/or transcriptable certificate?  
    o How many have progressed to degree applicable math and English?  
  • Drafting Orientation Days survey |
| **S.L.** | • Success and retention analysis for Spring and Fall 2012 research brief  
  o There has been a decrease in the number of students attending SL since the Spring 2011 semester. This may be attributed to the implementation of limited hours students could participate in SL activities during this time period. Similar to the Spring and Fall 2011 semesters, the majority of students participated in one to four SL activities and participated as a requirement for their class. While the data show that students benefit from attending SL at least once or twice, there is a demonstrable increase in success rates particularly for basic skills math and English students who participate at least three to four times during the semester. Overall, students who participated in SL had higher retention and success rates compared to those who did not participate, but were enrolled in the same courses.  
  o Note: For the Fall 2012 semester, a new tracking system was implemented and it does not track the reasons in which students participate in SL (required, recommended, extra credit, or voluntary). Information we have for this semester was hand tracked and calculated by the TLC. |
| **Math-075** | • The Research Office is coordinating research activities with the Community College Research Center. |
| **English-096** | • The evaluation of the proposed accelerated English course will collect quantitative data related to needs being met through the pilot project. Specifically, the analyses planned will examine the degree to which the pilot course results in improved success in basic skills English and progression to and success in transfer level English. Information is intended to both assess the progress and outcomes of the pilot project as well as inform decisions to improve pedagogy for basic skills English curriculum and student |
• **Math**: Placement results were disaggregated for students who enrolled in math courses their senior year compared to those who did not. For those who enrolled in math courses their senior year, the following outcomes were observed:
  - Students who enrolled in math their senior year of high school had a higher placement in college level math.
  - Placement in Math 070, Intermediate Algebra or higher was 44 percent for students who enrolled in math their senior year, compared to only 27 percent for students who did not enroll in math their senior year.
  - Placement in Math 102 or higher was 17 percent for students who took math their senior year of high school, compared to only 9 percent for students who did not enroll in math their senior year of high school.
  - Only 20 percent of students who enrolled in math their senior year of high school are placed into low level, Math 025, Arithmetic, compared to 33 percent of students who did not take math in their senior year of high school.
  - Note that students who enrolled in a math course for just the second semester of their senior year and the course was not Trigonometry, Algebra IIb, Geometry B, or Geometry C were not included in the analyses above.

• Of the students who earned an “A” or “B” in both their math courses in high school, we assessed the degree to which they successfully completed a math course at COC following high school. The following results were observed for the analyses for students who earned As and/or Bs in their high school senior-year math courses:
  - For students who completed Advanced Placement (AP) courses during their senior year of high school with “A”s or “B”s, the success rates were 92 percent or higher for all groups of transferable Math courses. Few students who successfully completed an AP math courses in high school enrolled in math courses lower than a transferrable-level at COC.
  - Students who completed Pre-Calculus or Honors Pre-Calculus with “A”s or “B”s in their senior year of high school had a 93 percent success rates in Math 102 and 104.
  - Students who completed Trigonometry with “A”s or “B”s in their senior year of high school had an 85 percent success rates in Math 070 or 083. Comparatively, students who did not enroll in Math their senior year of high school had a 64 percent success rate in Math 070 or 083.
  - Students who completed Algebra IIb with “A”s or “B”s in
their senior year of high school had an 83 percent success rates in Math 070 or 083.

- **Recommendations:**
  - These results should be used in advising students to enroll in math courses during their senior year of high school. Additionally, the results should be used in reflecting on using high school math course grades in placement into math courses at COC. If they are to be used as is indicated by these data, careful consideration should be taken to evaluate the appropriate course placements and include information on course content when determining which courses are similar between the high school level and college level.

- **Survey for the Math Preparation Workshop**

| Other | None |
| Non-Credit to Credit Transition | Need to develop research plan.  
Need to analyze placement test data from locally developed test.  
Working with Debbie Rio on this analysis |
| Reminders | Fill in OneNote. Contact Catherine anytime for help with this.  
Capture documentation of anything that provides evidence of changes and student success as a result of your work (i.e. video documentation). |