

Committee: Student Success Committee

Date: March 1, 2018

Time: 1:15pm – 3pm

Location: TE-120

Committee Charge: *The Los Angeles Trade-Tech College Student Success Committee is charged with identifying best processes and recommending policies that enhance students’ ability to be successful. This includes outreach, recruitment and comprehensive assessment leading to enrollment, retention, persistence and completion.*

Shared Definition of Student Success

Students possess the competencies necessary to identify, select, start, continue AND complete LATTC program(s) of study that lead to entry, retention, or advancement in employment and/or transfer to four-year institutions.

Meeting attendance roster:

| Member Roster: (Name and Constituency) | 9/07 | 10/05 | 11/2 | 12/7 | 3/1 | 4/12 | 5/3 | 6/7* |
|---|-------------|--------------|-------------|-------------|------------|-------------|------------|-------------|
| Kaneesha Tarrant, VP Pathways & Student Affairs (Co-chair) | X | X | | X | X | | | |
| Jess Guerra, AFT Faculty (Co-Chair) | X | X | X | X | X | | | |
| Jim Lancaster, Vice President Instruction | X | X | X | | | | | |
| Leticia Barajas, VP, Pathways Innovation & Institutional Eff. | X | X | X | | X | | | |
| Martin Diaz, Academic Senate | X | X | | X | X | | | |
| Marvin DaCosta, Academic Senate | | X | X | X | X | | | |
| Carole Anderson, AFT Faculty Guild | X | X | X | | | | | |
| Kookie Murray, AFT Staff Guild | | | | | | | | |
| Liberal Arts & Sciences | | | | | | | | |
| Jan Gangel-Vasquez, Chair, English | X | X | | X | X | | | |
| Thomas Dawkins, Chair, Counseling | X | X | X | | X | | | |
| Taybeh Meftagh Chair, Math | X | X | X | X | X | | | |
| Chair, CTE | | | | | | | | |
| ASO Student Rep | X | | | | | | | |
| Christopher Sweeten, Dean Counseling | X | X | X | X | X | | | |

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|---------------------------|---|---|---|---|--|--|--|--|
| Maggie Cordero, Teamsters | X | X | X | X | | | | |
|---------------------------|---|---|---|---|--|--|--|--|

Guests present: Richard Iadevaia, Armine Javadyan, Vahe Shirikjian, Patrick Reed, Sally Sowter, Cindy Cruz, David Esparza, Kenadi Le, Aaron Chan, Eliza Hoyos-Vences, Henan Joof, Cindy Dominguez, Ani Zarpas, Christie Dam, Cynthia Morley, Renee Marquez

Meeting called to order at 1:20pm.

I. Roll Call/Quorum: Jess Guerra, Co-Chair Student Success Committee

II. Approval of December 2017 minutes

Motion to approve the minutes by T. Dawkins, T. Meftagh seconds the motion. Minutes approved by consensus.

III. Reports (not to exceed 5 minutes)

a. LACCD SSI Committee (Javadyan)

No reports as there has not been a meeting since December 2017.

b. Conference Updates (Guerra/Tarrant)

- A2Mend conference, which is geared toward African American men in community colleges, is today and being attended by Umoja coordinator and students. They will hear from national speakers, how to support men of color through sharing best practices and lessons to be learned. Upcoming SSC meeting will include a report of A2Mend.
- K. Tarrant recently went to Washington, DC for Project Success, which is funded through the Department of Education's loan origination fees, designed to provide colleges with tools and resources to prevent students from defaulting on their student loans. This is a national concern. This work also lines up with the Guided Pathways work being done with English and Math components.
- There are many opportunities approaching in terms of conferences statewide for teams to attend, information will be shared soon via email.

c. PACTS-Strategic Priority #1 Monthly Report (L. Barajas)

This will be integrated into the Guided Pathways discussions.

d. Student Support- Strategic Priority #2 Monthly Report (K. Tarrant)

- Counselors are now integrated within most of the pathways, and financial aid technicians have also been integrated in some pathways as well.
- We will continue to work with the district and financial aid office with regard to delayed financial aid disbursements. This is a district wide issue happening; LATTC is not the only campus experiencing these technical issues. The communications are being disseminated to the students as they are received from the district. The group is asked to also share the message with the students on campus as much as possible to relieve the stress and frustrations they are currently experiencing with financial aid.
- Dr. Henan Joof is now over DMA, Liberal Arts as a Dean of Instruction. K. Tarrant is the administrator over financial aid in the interim until the now vacant Dean position is filled. Having a joint meeting with admin and records and financial aid to align the PeopleSoft processes tomorrow to ensure better services to the students.

VI. Discussion & Presentation Items

a. **Guided Pathways (L. b. Barajas, VP PIIE, Guided Pathways Team Coordinator) Committee Activity – California Guided Pathways – Institute #3 Overview**

Part one: Answer Key Questions in small groups: *What remaining challenges are most daunting? What are your plans to address them?*

H. Joof shared this is an interesting time for LATTC as there are original Pathways that have gone through the growing pains, and there are less-integrated Pathways that are now going through the process with the opportunity to have insight from the initial integration. D. Esparza shared there were many representatives from other campuses at the institute that are interested in visiting LATTC. Lastly, K. Tarrant noted there are so many tools, interventions, and best practices being discussed at these institutes that it is a great time for LATTC to pick and choose from these resources in order to implement what is still needed for the PACTS implementation. L. Barajas asks the group to note any PACTS practices that are not listed on the presentation, which included:

- Creating the SSSR position for onboarding
- Librarian reps per pathway
- EOPS and other services which are rotated through the pathways
- Stackable certificates
- Establishing a pathway office
- Pathway Transfer
- Pathway funding model
- Catalog
- Pathway scholarships

L. Barajas also notes her team will be meeting with all individuals involved in this work to ensure the practices are being documented.

b. **Guided Pathways Action Plan (L. Barajas & K. Le) – Developing LATTC IEPI Action Plan Spring 2018/Summer 2018 -2020: Areas of Focus I) Inclusive Decision-Making Structures, II) Guided Major and Career Exploration, Proactive and Integrated Student Supports,; III) Improved Basic Skills, Clear Program Requirements IV) Intersegmental Alignment V) Professional Development**

In order to honor the participatory governance process, L. Barajas is consulting with College Council, Ed Policies, and the Academic Senate to participate in similar activities in order to capture the thoughts and ideas of all campus groups for the next 18 months. The VP leads are tasked to create workgroups to address the following focus areas:

VP Barajas- Strategic Professional Development

VP Tarrant- Proactive and Integrated Student Supports and Guided Major and Career Exploration

VP Lancaster- Improved Basic Skills, Clear Program Requirements and Intersegmental Alignment

For the activity, the group was split into two groups in order to outline plans that will move the college toward the next stage of adoption in two focus areas: Group 1, Proactive and Integrated Student Supports & Group 2, Improved Basic Skills. Feedback from the two groups were as follows:

- Group1: Plans include solification of personnel and processes, pathway names (identity), creating a Pathway playbook, providing evening students with the same level of services as the day students, using the Emergency Room metaphor which suggests having all tools and services a student would need integrated within the Pathway, and working with unions to establish functional supervisors within the Pathway.

- Group 2: Reported the most daunting work would include setting up curriculum, requesting resources, creating a smooth transition from non-credit to credit, transfer within 1 to 1.5 years. The action plan includes formalized tutors with professional development and being paid in a timely manner, replacing white boards with smart boards, more access to computer labs, and implementing innovative ways to relieve students' anxiety, increase instructors' access to technology, use badging, and create team teaching classes. This would translate to more students graduating with AA or transfer, shifting the service paradigm, 60+% pass transfer-level Math, bringing grad students to campus like Project Match, and more technology in place for visual learners.

V. Items from the floor

Guerra notes there are very limited meetings for the rest of this academic year, so participation for the rest of the semester is encouraged.

Meeting adjourned at 3:00pm.

Committee Meeting Summary - Action Items Overview

| Action Requested/Pending Items | Accountable/Responsible Person | Due Date |
|--------------------------------|--------------------------------|----------|
| | | |

Student Success Committee 2017-18 Committee Goals

1. Applying and bringing to scale the best practices (e.g. high coordination, additional follow-up/multiple contacts, establishing a community/connection early in the student's educational journey, monitoring student progress) from programs (e.g. Puente-like, EOPS-like) in the pathways.
2. Prepare the remaining programs by Spring 2017 to move into pathways by Fall 2017.
3. Refine the evaluation tool to monitor and support PACTS Tier 1 and Tier 2 with an emphasis on Academic Readiness (Math and English).

Educational Master Plan & Strategic Plan Goal #1 and #2

| Strategic Priority #1 – <u>Pathways for Academic, Career, and Transfer Success (PACTS)</u> | |
|--|---|
| Objectives: <ul style="list-style-type: none"> • Reorganize LATTC's current instructional activities into LATTC Pathways for Academic, Career, and Transfer Success (PACTS) • Improve student persistence, progress, and completion rates to achieve measurable student success • Provide a platform to assist students to find their best-suited education or training pathway at LATTC – matching portal | Action Steps: <ol style="list-style-type: none"> 1. Develop and Implement LATTC (PACTS) Framework 2. Develop and Implement a Comprehensive Student Diagnostic and Preparation Program 3. Develop and Implement a Formal Instructional Support Services Program, Tied to the PACTS |
| Strategic Priority #2 – <u>Student Support</u> | |
| Objectives: <ul style="list-style-type: none"> • Improve student support services • Institutionalize an on-going evaluation process for student services • Increase the awareness of student-centered services among student services staff • Develop a process mapping schedule where all student services reviewed, analyzed, to have clarity and no redundancy in student services processes. • Develop professional development workshops for all student services staff that describe each student services process so staff have a better understanding of different services we offer at the college. | Action Steps: <ol style="list-style-type: none"> 1. Evaluate and improve counseling and advisement services 2. Improve the efficiency and friendliness of student service processes to be student focused |