Student Preparation/Success Meeting Minutes  
Co-Chairs: Kristin Hershbell and Lisa Romano  
January 29, 2004

Members present: Ted Alfaro, Nicolas Atensio, Dr. Henry Augustine, Nick Chang, Ann Fontanella, Kristin Hershbell, Claudia Jimenez, Josephine Loo, Lisa Romano, and Marcia VanDyke

Members absent: Dr. Ann Clark, Dr. Phil Magalong, and Sharon Nunley.

Guest: Hal Huntsman, Co-Chair, Basic Skills Subcommittee

The meeting called to order at 3:08 PM.

1. Minutes of October 30, 2003 were approved.

2. Minutes of November 13, 2003 were approved.

3. Minutes of December 18 were approved with the following changes:

   Under Guest present: Correct spelling of Cecilia’s first name, there should be an I between the letters C and L.

   Add the word College after City to read … “what City College is doing already”

   Delete the word “the” and add “to” after do to read … “could do to better serve”

   Replace the third sentence to read … “He also suggested that we invite the Basic Skills Subcommittee to make a presentation to Student Prep Success.

   Add “2003-2004” before Strategic Plan to read … “the 2003-2004 Strategic Plan”.

4. Student Prep Success Committee announces the following openings:  
   Classified Staff (1), Faculty (1)

5. Kristin shared with the committee some articles that the Basic Skills Committee has been reading as part of their literature review last semester. The articles are available for committee members to review.

6. Student representative Claudia Jimenez shared with the committee that she went on the Scholarship Web site and was disappointed to see that
the Web site was not updated and did not reflect/publicize the upcoming scholarship workshops.

7. Basic Skills Subcommittee – Hal Huntsman

Hal presented the committee with a synopsis of activities the basic skills subcommittee participated in last semester (Fall 2003). They began with a literature review in which committee members divided into 6 groups to read articles related to (1) research on basic skills (Hunter Boylan), (2) effective practices (best practices at other community colleges), (3) basic skills programs’ professional identity, ethics, and structure, (4) self evaluation of basic skills programs, (5) basic skills program hierarchy and components, and (6) theory and practice in basic skills. Each group read their assigned articles and made a presentation to the group at large.

The summaries of each group were compiled and divided into five areas City College wanted to look at to determine what would be or are “best practices for basic skills”: (1) structure, (2) program, (3) faculty, (4) academic support, and (5) self-evaluation. Spring 2004 semester activities include: conducting a self evaluation of where City College is based on the 5 areas (interview Deans, Department Chairs, etc.), compiling the results and developing recommendations, and creating an action plan.

The meeting was adjourned at 5 PM.