Learning Council Meeting  
March 2, 2012    12-2:00pm  
North/South Lounge

I. Welcome

A. Activity/Introductions

B. Approval of minutes from February 10, 2011/Eduardo Cervantes & Scott Sandler

1. Randy Brown motioned to approve  
2. Eduardo Cervantes seconded the motion  
3. Unanimous approval by those in attendance

C. Attendees:

1. Scott Sandler  
2. Fran Lozano  
3. Dave Phillips  
4. John Lawton Haele  
5. Leslie Tenney  
6. Colleen McLaughlin  
7. Randy Brown  
8. Eduardo Cervantes  
9. Ellen Waddell  
10. Susan Sweeney  
11. Mary Ann Sanidad  
12. Denise Apuzo  
13. Blanca Arteaga  
14. Lynda Kerr

II. Learning Council Committee Bylaws/Eduardo Cervantes (for Kathleen Rose)

A. Bylaws make the Learning Council a permanent part of the structure of the college.

1. The Learning Council reviewed the bylaws for content

   a) Membership allows for those attending regularly to remain working on the council after two-year term is complete.

   b) Membership language altered to define intent for staggered terms and ongoing support. Modification of by-laws presented for vote.

2. Motion to approve: Susan Sweeney
3. Second: Fran Lopez

4. Unanimous final vote with the understanding that the by-laws will be a living document updated periodically.

III. Retreat Planning/Eduardo Cervantes

A. Retreat 2012: Contextually based process for council work must be the focus of the work the Learning Council achieves, and for the college strategic planning and master planning process.
   a. The Learning Council Retreat could be used to focus on this issue and original goals of the council. Evaluation of 2012 projects per group work.
   b. Possible location: APE Building. Offers space for lunch and work. Morgan Hill site is also an option. Fran Lopez will check on the availability of the APE Building.
   c. Retreat date: May 4th 10:00 – 2:00

IV. Data Tracker-Research Update and New Tools/Randy Brown

A. Review of the student success rate (% of students who receive a C or above). Steady increase shown. Basic Skills student improvement rate showing a steady increase in skill level. Gavilan College remains below its peer group in overall performance, but changes are occurring.

B. Our completion/transfer rate within three years has been dropping consistently for the past few years. This is reflective of the state-wide results. Completion of goals within six years has been increasing the past few years. Reduced course sections available in the Class Schedule have impacted these outcomes.

C. New tools: GIDS identifies and tracks cohorts. Allows for consideration of multiple tracking criteria for intervention services. Mr. Brown requested input from Learning Council members for added components for GIDS. What should he add for review? Members will be sent tools for review.

D. Mr. Brown mentioned other tools and studies on the website for consideration, asking members to take a few moments to review information available.

E. MIS Data Mart system via CCC Chancellor’s Office: Offers tracking of students to measure Gavilan's performance with student success.

V. Smart phone application demonstration/Dave Phillips
A. Software provided free of cost via Banner for free use.

B. Process of data response defined per phone type. Once packaged, the students will download from respective app store (android or Apple product).

C. Information that should be obtained through the application needs to be defined at this point (personnel directory, fellow students, GPS, Banner options), with clear goals and objectives chosen.

VI. Student Success Act of 2012 SB 1456/Susan Sweeney & Blanca Arteaga

A. Senate bill has moved to the legislature. Open review is no longer an option. There are positives and negatives included:

1. Bill has been reduced from original version, “The bill would specify that in the 2012-13 fiscal year and each fiscal year thereafter, the act would be operative only if funds are specifically appropriated for its purposes” (p. 2).

2. The bill will require evaluation of student progress.

3. The mission of the CCC needs to be clarified. Priority will be given to students who have a declared educational goal (p. 7). Those who are seeking skill development may not be able to enroll.

4. “Assessment upon enrollment” is a significant language because assessment “for college readiness” will be required before enrollment possible (p. 9).

5. The terms counseling program of study are vague and in need of clarification. However, several of the Learning Council members preferred vague language at this time due to unfunded mandates (see lines 10; 15; 16; 24 on p. 9).

6. The bill stipulates that if you have a large base of students needing basic skills and you are not meeting those needs, funding could be reduced (p. 12). 90% of Gavilan students come in needing basic skills. Most need six years to fulfill transfer level courses. A small percentage of students actually finish in the two years allotted for transfer.

7. Gavilan must include an assessment of schedule of classes must reflect this need with course offerings versus needs of students if we are to keep our funding. We have done some assessment in this area, but more work needs to be done to meet this criteria. Fran Lozano suggested an examination of data to reorganize offerings at least every three years.

VII. Learning Council Minutes

A. The Brown Act requires information to be available in public domain with unrestricted access to the community at large. Must be in a form that all those interested can access. This is a full campus issue. Accreditation team could not find our minutes on internet. Full campus resolution needed.

B. Fran Lopez suggested minutes be sent to full campus

C. Blanca suggested one website for all minutes produced by committees for public postings.

D. Lynda Kerr suggested the area by the athletic field where access is available for those who wish to view the minutes in print form.

E. Fran Lopez reminded the Learning Council that those who have disabilities must be granted due access.

F. Posting on the “about the college” web page for links to all committee minutes. Dave Phillips will pursue adding link for individual committee minutes. Development of a
template for all uses suggested and will be recommended to President's Council for final decision.

G. Posting to the intranet for full campus access needed. Dave Phillips will have Kyle Billips to create a form for uploading minutes to the intranet. Dave will contact the Learning Council member responsible for minutes (Ellen Waddell) when option is available.

VIII. Project Groups Success/Lynda Kerr
   A. RAMbassador Program up and going thanks to subcommittee for support. Now in use are lanyards, parking permit, training book with information about the program, application for the program, and component with CWE units included. Much of the information is now on the Recruitment and Outreach website.
   B. Lynda Kerr presented at Club Day, with interest in the program shown by students.
   C. Service learning component in the works.
   D. With trained RAMbassadors she will be able to support student success with potential students considering the program.
   E. Curriculum being developed for long-term support of program. Cost for teaching workshops an issue.
   F. One issue is tuition for the program. Those with a BOG grant are able to complete the CWE units without cost. Those without the grant, must pay the units. Request a tuition-free status for those who volunteer as RAMbassadors. This becomes an equity issue with many students volunteering across campus yet paying for units. For that reason, the Learning Council voted to end its quest for free tuition. Suggestion that we use extra bookstore gift certificates from Financial Aid for the RAMbassador Program.
   G. John Lawton Haehl suggested using community groups (i.e., Rotary) for scholarship dollars for our students.

IX. Reporting/ Eduardo Cervantes & Scott Sandler
   A. Need Learning Council subgroup members to attend President's Council and Academic Senate to communicate detail about the accomplishments of the council, and communicate updates concerning our success; also current projects/goals in the works.

   B. John Lawton Haehl requested Lynda Kerr to attend next meeting to report on the RAMbassador program. She indicated she would do so.

X. Next Meeting: April 6, 2012 12:00-2:00 / North/South Lounge