

Laney Foundation Skills Committee (FSC) Meeting Agenda

September 8, 2014

Room T450

2:00-3:00

Co-chaired by Lisa Cook and Mildred Lewis, Dean of Academic and Student Affairs

In attendance: Lisa Cook, Suzan Tiemroth-Zavala, Jackie Graves, David Mullen, Kim Bridges, Benita Baines, Mildred Lewis, Beth Maher

Agenda Item	Expected Outcomes and Outcomes Achieved	Discussion Points	Facilitator(s)	Time
1. BSI Funds (Budget) Update	<p>Expected Outcomes: Update on balance of BSI funds including amount to be spent by June, 2014</p> <p>Outcomes Achieved Committee informed.</p>	<ul style="list-style-type: none"> All stipends for faculty 2012-Spring 2014 work were paid as of July The balance of the BSI allocations from the state for 2012-2013 and 2013-2014 need to be spent by June 30, 2015. (Current balance = \$180,000). A new allocation of \$90,000 will be loaded for 2014-2015 to be spent by June 30, 2016. Cost of release time approved by committee for Foundation Skills Coordinator and Pathway Coordinator yet TBD, but will come from prior year allocations. 	Mildred Lewis and Lisa Cook	10
2. Proposed Conferences for Professional Learning Opportunities Related to Foundation Skills and Review of Travel Funds Request Forms	<p>Expected Outcomes: Inform committee about upcoming conferences and how to complete travel forms successfully</p> <p>Outcomes Achieved Committee informed and trained on travel form process.</p>	<ul style="list-style-type: none"> FSC members as well as faculty leaders in Foundation Skills are encouraged and funded to attend the 2014 Strengthening Student Success Conference as well as professional learning events offered by 3CSN. The Student Success Conference is full, but the following faculty planning to attend have been added to the waitlist and should complete all reservations and travel request form process ASAP in case space becomes available: L. Cook, S. Tiemroth-Zavala, J. Graves, B. Maher, K. Bridges. Lisa Cook to contact math, English and ESL chairs regarding others who want to attend. 	Mildred Lewis, Lisa Cook, Kathy Tran	20

		<ul style="list-style-type: none"> • Kathy Tran (Business Office) provided training on the travel form process. • Lisa Cook to complete hers as template and send out to others to immediately begin the process. • FSC needs to begin its reg./travel process for the Student Success Conference in May of 2015 for fall 2015. 		
<p>3. Updates on First-Year Pathways Programs</p> <ul style="list-style-type: none"> • Foundation Skills Pathway • ESL Pathway • CTE Pathways 	<p>Expected Outcomes: Committee informed of status of Pathways Programs.</p> <p>Outcomes Achieved: Committee informed of challenges coordinators and faculty encountered in recruitment and enrollment in Pathways Programs as well as current enrollments.</p>	<ul style="list-style-type: none"> • Enrollments in Foundation Skills Pathway cohorts started at 20 and 3, but are now at 21 and 25. ESL Pathway has gone from 5 to 27. No report on CTE Pathway. • Challenges faced in recruitment/enrollment include: Completing Counseling 200A and having SEP prior to registering, establishing coordinated communication and procedures with A&R and counseling for cohorts, and enrolling students faculty identify as appropriate. 	Lisa Cook	15
<p>4. Standards and procedures for implementation of cohorts, including identifying appropriate students, scheduling, registration and advertising</p>	<p>Expected: Determine needs from all parties involved and share current effective strategies and practices</p> <p>Outcomes Achieved: Some needs determined and strategies to determine others from counseling and A&R shared.</p>	<ul style="list-style-type: none"> • Item #4 determined as committee goal for 2014-2015. • Needs are described under 2nd bullet for item #3. 	Lisa Cook	10
<p>5. Review Committee Composition</p>	<p>Expected: Identify gaps in representation</p> <p>Outcomes Achieved: Committee currently has no student and only one classified representative. Math representation currently missing.</p>	<ul style="list-style-type: none"> • Lisa Cook to contact math chair and ASLC President. 	Lisa Cook	5
<p>6. Additional Item:</p> <ul style="list-style-type: none"> • Emergency review of funding proposal “Foundation Skills Pathway Textbook Fund” submitted by David Mullen 	<p>Expected:</p> <p>Outcomes Achieved: Committee approved expenditure of \$6000 for textbook loan program.</p>	<ul style="list-style-type: none"> • 50 textbooks at \$130 for computer textbook 		5

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