

**Laney Foundation Skills Committee (FSC) Meeting Agenda and Brief Minutes**

Feb. 24, 2014

**Room T450**

**11:30-12:30**

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

In attendance: Marie Wilson, Michael Sherer, Suzan Tiemroth-Zavala, Lisa Cook, Fred Bourgoin, Benita Baines, Mildred Lewis, Terrance Greene, David Mullen

Agenda Item	Expected Outcomes and Outcomes Achieved	Discussion Points	Facilitator	Time
<p>1. Goals for Spring semester:</p> <ol style="list-style-type: none"> <li>1. Create and publish FSC bylaws</li> <li>2. Draft standards and procedures for implementation of cohorts to bring to campus committees, senates, college council, etc.</li> <li>3. Set up budget subcommittee meeting times and present budget to committee including payments made for approved funding requests</li> <li>4. Plan for Fall 2014 Pathways programs</li> <li>5. Set dates to bring progress reports and recommendations to shared governance entities</li> </ol>	<p><b><u>Expected Outcomes:</u></b>  <b>Address goals 2 and 3 as they were deemed top two priorities in 2/10 meeting</b></p> <p><b><u>Outcomes Achieved</u></b></p> <ul style="list-style-type: none"> <li>• <b>Goal 3: Budget subcommittee meeting times have been set for the rest of the semester. Committee will receive full budget report at next meeting.</b></li> <li>• <b>Goal 2: Learning communities definition and description of communities in place last spring can be found in current college catalog. Learning Communities Committee still working on standards. FSC can share suggested standards and procedures there and in shared governance committees. FSC identified areas of focus and some suggestions were made for each.</b></li> <li>• <b>Goal 4: D. Mullen reported the Foundation Skills Pathway Program will be a one-year program 2014-2015 with two first-semester cohorts in the fall and one second-semester cohort in the spring.</b></li> <li>• <b>Goal 1: FSC Coordinator will send out minutes within 48 hours of each Monday meeting to committee members allowing until Friday noon for changes/additions before posting minutes to FSC website. Committee approved 2/10 minutes for posting.</b></li> </ul>	<ul style="list-style-type: none"> <li>• FSC budget subcommittee will invite Phyllis Carter, Business Manager, to its meetings</li> <li>• Standards and procedures for learning communities needed for: <ul style="list-style-type: none"> <li>○ Collaborative Scheduling—what classes and when offered</li> <li>○ Collaborative Staffing</li> <li>○ Listing courses in the schedule of classes</li> <li>○ Identifying classes online as part of a cohort <ul style="list-style-type: none"> <li>▪ Blocking online enrollment in one class of a cohort without the others</li> <li>▪ Color coding cohort classes</li> </ul> </li> </ul> </li> <li>• Committee will continue discussion and make recommendations at both the college and district levels</li> <li>• Math department to explore a math workshop course as math 501 cannot be taught as part of a full-time load</li> </ul>	Lisa Cook	20
2. BSI Funds (Budget) Update	<p><b><u>Expected Outcomes:</u></b>  <b>Inform Committee</b></p> <p><b><u>Outcomes Achieved</u></b>  <b>(See Goal 3 above)</b></p>	<ul style="list-style-type: none"> <li>• Update on payments and balance of BSI funds</li> <li>•</li> </ul>	Mildred Lewis/Linda Berry	5

<p>3. Review of funding requests:</p> <ul style="list-style-type: none"> <li>Revised Math Lab funding request</li> <li>Writing Across the Curriculum Resource Project (Mick Sherer, English)</li> </ul>	<p><b>Expected Outcomes: Review proposals</b>  <b>Outcomes Achieved:</b>  <b>Requests Approved:</b></p> <ul style="list-style-type: none"> <li><b>Writing Across the Curriculum Resource Project (Mick Sherer, English)</b></li> </ul> <p><b>Requests requiring more info.:</b>  <b>Project Description:</b>  <i>Organization of working group to create just-in-time, across the curriculum writing resources available to all instructors and tutors</i></p> <ul style="list-style-type: none"> <li><b>Math Lab funding (F. Bourgoin to address exact scope of work amount requested with Math Lab staff)</b></li> </ul>	<ul style="list-style-type: none"> <li>WRAC resource development group to include approximately 10 faculty members from across the curriculum. It was suggested that faculty from the library, CTE and counseling be recruited along with faculty from English and ESL and other disciplines.</li> <li>As the math lab develops more resources, perhaps math across the curriculum resources can be added</li> </ul>	<p>Lisa Cook</p>	<p>20</p>
<p>4. Reports from Pathways Programs and other funded projects</p>	<p><b>Expected: Inform Committee and plan forward</b></p> <p><b>Outcomes Achieved:</b>  (See Goal 4 above)</p>		<p>Lisa Cook</p>	<p>5</p>
	<p><b>Expected:</b></p> <p><b>Outcomes Achieved:</b></p>			