

Laney Foundation Skills Committee (FSC) Meeting Minutes

January 26, 2015

Room T450

11:30-12:30

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

In attendance: L. Cook, D. Mullen, S. Tiemroth-Zavala, J. Graves, H. Chang, E. Lord, K Talbot, B. Maher

Agenda Item	Expected Outcomes and Outcomes Achieved	Discussion Points	Facilitator(s)	Time
Approve minutes from 10/27	<p>Expected Outcomes: Committee approves minutes from October and November meetings</p> <p>Outcomes Achieved Tabled until next meeting as members did not have copies of all minutes.</p>		Lisa Cook	0
1. BSI Funds (Budget) and Funding Requests	<p>Expected Outcomes: Committee receives update on balance of budget and reviews and determines approval of revised budget for ESL Pathways cohort</p> <p>Outcomes Achieved</p> <ul style="list-style-type: none"> • Committee was updated on projects funded in current ESL/Basic Skills plan • Committee approved additional allocation of \$2,060 to cover expenses incurred in expansion of ESL Pathway program for embedded tutoring and curriculum and materials development 	<ul style="list-style-type: none"> • Remaining BSI funds are allocated in ESL/BS plan for release time for FS Coordinator and FS and ESL Pathway coordinators, High-Int. ESL Acceleration College and English Student Engagement and Success College • S. Tiemroth-Zavala gave update on development of cohorts in ESL Pathways Program including additional expenses incurred in cohort development (\$420 stipend to instructors for course development, \$640 for embedded tutoring in ESL 284 A/B, and \$1000 for materials development for High-Beginning R/W cohort) • Currently, there are three cohorts at the high-beginning level of ESL; a fourth cohort of Advanced R/W and Library 200 is under development and will begin in Fall 2015 • ESL is restructuring the way it offers beginning level courses with these cohorts. None of the sections are new, but offering them as cohorts is new and at no cost to the college besides the use of ESL/BS Initiative funds to 	Lisa Cook	20 min.

		support coordination, development of materials and curriculum and tutoring		
2. Committee goals for spring 2015	<p>Expected Outcomes: Determine goals for current semester</p> <p>Outcomes Achieved Committee identified two goals: Item #3 on this agenda as well as the development of a community of practice or “college” in the math department to support discussion of practices and structural changes aimed at increasing completion</p>	<ul style="list-style-type: none"> Item #3 on agenda is still a goal for the FSC this spring B. Maher shared results of pilot of Math Jam offered this semester prior to assessment of CTE students, which was funded by CAA; possibility of math department offering a Math Jam discussed K. Talbot shared concern for the number of students who need support to develop basic math skills and the committee discussed whether such courses would be best offered as credit or noncredit offerings E. Lord informed committee that the District Office of Institutional Research now offers an online data request form on their website that we can use to obtain data to assess outcomes of Pathways Programs, etc. 	Lisa Cook	10
3. Develop plan for the institutionalization of learning communities AND Standards and procedures for the implementation of cohorts, including identifying and enrolling appropriate students, scheduling, and advertising (Continued)	<p>Expected Outcomes: Plan for meeting to include administrators, LC directors, faculty and staff</p> <p>Outcomes Achieved:</p> <ul style="list-style-type: none"> Committee made several recommendations for this meeting in terms of who should be there, issues to be addressed, and strategies to be employed 	<ul style="list-style-type: none"> L. Cook reported Dean Lewis in process of convening Learning Communities meeting to include all faculty, staff and admin. involved to achieve this goal L. Cook to provide date/time of meeting to FSC members Committee recommended the following key players be at the table in this meeting: <ul style="list-style-type: none"> LC Directors & Coordinators Scheduling specialists (Iolani and Derek) Assessment staff A&R director Curriculum comm. chair Dept. chairs (ESL, Eng., math and others involved in cohorts) Counseling 	Lisa Cook	20

		<ul style="list-style-type: none"> ○ Deans, VPs • Committee members identified problems encountered in implementation of Pathways Programs this semester, including coordinators moving individually from office to office developing work arounds/agreements with individuals in each that can and do fail • Committee discussed need to clear out assumptions and misconceptions about roles of all involved to develop clear, systematic way of implementing LCs • Strategies to improve implementation discussed: <ul style="list-style-type: none"> ○ Look at DVC as model ○ Create student-centered culture around this work ○ Engage at the district level to share information and identify services needed at such as assessment data ○ Create local certificates of completion for LCs, which would activate curriculum committee and inclusion in catalog ○ Define the factors of institutionalization of a LC by which we can measure progress ○ Meeting agenda should be to identify issues, determine needs and develop a plan defining who will do what by when (backwards planning from May) 		
<p>4. Design and Implementation of English 201 and 1A Student Success and Engagement Colleges and ESL 223 Acceleration College</p>	<p>Expected Outcomes: Inform committee of design and activities for colleges this spring</p> <p>Outcomes Achieved:</p> <ul style="list-style-type: none"> • Committee was informed that English Student 	<ul style="list-style-type: none"> • J. Graves presented the ideas shaping the goals and activities of the SESC • 	<p>Lisa Cook and Jackie Graves</p>	<p>5</p>

	Engagement and Success College is still in development with full description to be provided to FSC at next meeting after the first SESC meeting Jan. 30			
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