

Laney Foundation Skills Committee (FSC) Meeting Minutes

April 13, 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, M. Lewis, D. Mullen, S. Tiemroth-Zavala, B. Maher, J. Graves, HW Chang, K. Bridges, K. Talbot

Agenda Item	Expected Outcomes and Outcomes Achieved	Discussion Points	Facilitator(s)	Time
1. Approve minutes from 3/09/15 and 3/24/15	Expected Outcomes: Minutes approved Outcomes Achieved Tabled until next meeting.		Lisa Cook	0
2. BSI Funds (Budget) and Funding Requests	Expected Outcomes: Review of expenditures and balance of budget Outcomes Achieved Planned expenditures for Spring 2015 reviewed.		Mildred Lewis	0
3. Review of Funding Requests	Expected Outcomes: Review and approve funding requests for: <ul style="list-style-type: none"> • Conference on Acceleration in Developmental Education (CADE) June 25-26 in Costa Mesa CA Outcomes Achieved: Committee strategized to send team to CADE.	<ul style="list-style-type: none"> • Team of five ESL Instructors to give pedagogical presentation: “ Teach with a Reach—Teaching to Accelerate Students through the ESOL Course Sequence • Funding should be available to this team as well as five faculty members from English and math • J. Graves and HW Chang to check for interest in English and math. • Planned expenditure for Strengthening Student Success Conference participation must come from 2015-2016 budget as conference takes place in fall; these funds are then available for CADE 	Lisa Cook, Suzan Tiemroth-Zavala,	20
4. Library and Learning Center Building	Expected Outcomes: Committee reviews letter of support for Library/Learning Center Outcomes Achieved Tabled until next meeting.		Evelyn Lord	0
5. Committee goals for spring 2015 and planning for 2015-2016	Expected Outcomes: Evaluate progress on goals for current semester and begin planning for upcoming year	<ul style="list-style-type: none"> • Explore cost savings on release time M. Lewis and L. Cook to bring item: cost of fringe benefits for release time 	Lisa Cook	20

	<p><u>Outcomes Achieved</u></p>	<p>to Budget Advisory Committee.</p> <ul style="list-style-type: none"> • Other strategies are to streamline coordination activities to avoid all the running around • Not enough progress but some on marketing materials and enrollment incl. notification of counselor and student based on assessment scores. • New counseling positions and student services classified staff may be helpful in achieving goals moving forward. • Support needed for unified and coordinated instructional approach in learning communities. teachers need more time to talk and plan. Better assessment is needed too • Faculty and student services staff will have both completed ACE FELI flex day 2015 fall or spring as both groups • Math faculty are discussing forming a community of practice to explore noncredit courses to restructure basic skills 		
<p>6. 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</p>	<p><u>Expected Outcomes:</u> Committee members report progress on immediate action on the following:</p> <ol style="list-style-type: none"> 1. Professional quality marketing materials to build awareness of Laney College Pathways learning communities on our campus, in our district and our community 2. Assessment scores will trigger an automatic alert to students and counselors that a student is appropriate for a pathways learning community <p>Each learning community will be presented in a block in the class schedule with its name, description and total units in each department with a course in the cohort as well as a separate section titled “Learning Communities”</p>	<ul style="list-style-type: none"> • D. Mullen and S. Tiemroth-Zavala working with Randolh Belle in presidents office to create flyers • Pathways Program flyers should be given to K. Bridges for distribution at CTE open house • Precision Graphics order—flyer templates to Mildred ASAP to send for printing. Info. needed--size and no. colors and quantity and type of paper. • Counselor screen--notification appears in “things to do” box so that counselor will view and know student is eligible 	<p>Lisa Cook and Mildred Lewis</p>	<p>15</p>

	Outcomes Achieved: <ul style="list-style-type: none">• Updates received on progress made.			
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:lrc 4/25/15