

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

**October 20, 2016, T-450**

Co-chaired by Suzan Tiemroth-Zavala, Faculty and Chuen Chen, Dean of Liberal Arts

In Attendance: Suzan Tiemroth-Zavala, Ian Latta, David Mitchell, David Mullen, Rina Santos, Eleni Gastis, Autumn Sullivan, Dean Chan[Type here]

Agenda Item	Expected Outcomes and Outcomes Achieved	Discussion Points	Facilitators	Time
1. Approve Minutes from October 20, 2016 meeting	<b>Expected Outcomes</b> <b>Approve minutes</b>	Postponed	Suzan Tiemroth-Zavala	
2. Budget for 2016-17		Postponed until the next meeting	Dean Chan	
3. District is trying to get data on tutoring.	<b>Expected Outcomes:</b> Inform data collection: Not just drop-in labs, but Writing Workshops, embedded tutoring, and learning communities <b>Outcomes Achieved</b> Ian will follow up with Phoumy Sayavong to help facilitate data mining for tutoring. Overall, the group felt that Phoumy should have a more intensive presence for Foundation Skills projects and upcoming grant work.	How can this committee best make use of this opportunity? Be sure to collect data that covers all tutoring and not just drop-in tutoring	Ian Latta	
4. Update on information request from college community	<b>Expected Outcomes</b> Report on information collected. Dean Sayavong has created a survey to help us with this. <b>Outcomes Achieved</b> New information is forthcoming and Suzan will check grant to see if Any Bohorquez can get tutors for her biology class.	Respondents to email reported that they would give more information as time allows. <ul style="list-style-type: none"> <li>• How is grant money being used for tutoring?</li> <li>• How can we merge pools of money to allow more funds for tutoring?</li> <li>• Ian mentioned the need to plan for training of tutors.</li> </ul>	Suzan Tiemroth-Zavala	
5. Planning for Spring 2017, based on funds available	<b>Expected Outcomes</b> Make a list of prioritized plans for 2017 <b>Outcomes Achieved</b> None-we need the budget report first to see how much we can spend			