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| ***COMMITTEE:*** | **Foundation Skills** |
| ***MEETING DATE:*** | **12/12/18** |
| ***LOC./TIME:*** | **T808 2:00-3:30pm** |
| ***PARTICIPANTS:*** | Marla, Anna, Denise, David M, Eleni, Kim Cael, Beth Wadell, Suzan, Barbara, Dean Chan, Ian, David Lee |
| ***NOTETAKER:*** | **Ian Latta** |
| ***HANDOUTS:*** | |  |  | | --- | --- | | Meeting Agenda  Previous Meeting Minutes  Funding proposal |  | |

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| **AGENDA ITEM** | **GOAL** |
| I. Tutoring funding—Denise Richardson  Denise: I hope this is the last time I have to come to the committee to fund such a fundamental service,  Math lab currently has 13 tutors. They are doing a lot and serving a lot of students.  There will be a greater need in the context of acceleration  We are also funded through general fund (10K) and equity. We still need funding for spring and part of summer.  Suzan:I have no problem with doing the funding, but we need to build in assessment. How are we going to fight battle for institutionalization withot that data?  The Writing Center should also be assessed. There needs to be meetigs between center and departments served. It would help to have more of a connection.  Chuen: Are they part of CPR?  Marla: Can we add in a stiped for someone to coordinate assessment?  David: can you choose a random sample of students—find out how many times they use the centers, etc. | Writing and Math approved  Suzan: at the first meeting for next semester, let’s talk about assessing tutoring. |
| 1. DSPS Funding Proposal   Stacey: Goal is to develop multi sensory learning platform to address needs of DSPS students in their regular classes.  Improve success rates for DSPS students (both identified and not identified.) This is a way to reach those students without needing for them to come in to a counselor.  Reaching out to instructors. Want to help faculty in supporting students in context of acceleration.  We are targeting math instructors and math tutors for smart pens.  Text-to-speech to be installed in all computers on campus. Useful for editing papers and reading.  Also used for adding metacognitive audio notes into open-source books.  Sonocent: Text to speech. Record lecture, convert to text and read  Hire and train tutors to use strategies.  Spring 2019: training tutors and setting up programs on computers  Create task force of faculty and tutors, who best know the students’ needs.  Pre- and post- qualitiative evaluations  On-demand support to create training modules  Fall 2019: host faculty orientations  Peer tutors are important for supporting faculty and students  Additional support for DSPS students to be provided in the lab.  Post evaluation to be presented at professional development and at conferences.  Marla: Who will train students: Faculty or DSPS?  Stacey: We will do professional development for faculty. We can come to them.  Dean Chan: Is the pen on loan, or is it being given away?  Increase the number of smart pens to 40.  Suzan: We need a formalized process for training instructors. If its not sustained, it wont take.  Denise: Is there a plan for marketing this? Do we have bandwith for additional training?  Anna: Permanent license for sonocent would cost more than what budgeted.  Stacey got a quote a couple months ago for permanent licenses.  Barbara: Please as a part of training, don’t encourage instructors to just endorse translation function of software, but help students to think critically about what the software says. | Approved but look into negotiating for a reduced price for licenses.  Denise: As a condition of the proposal, include pre-and post-research data to document success.  --Touch on the issue of hourly supervisors becoming reclassified |
| III. APASS counseling proposal  David Lee: We have three terrific counselors . This semester we worked with Suzan to introduce counselors to ESOL classes. We wanted to align with AB 705 and guided pathways .  Embedding counseling with eight courses.  Three visits.  Potentially 280 students will have contact with counselors, including ed plans.  We are asking FSC for 42 percent of the total cost  College has already paid for training for counselors .  Our five year grant is expiring in two years, so we may run out of time if we don’t do this now.  We want to use counselors for outreach and expanding learning community  Suzan: We met with faculty in listening/speaking classes and got feedback on what they thought students needed, and then got feedback from counselors on what they thought they could provide.  We want to create a curriculum for embedded counselors that will “live on”  David: This is to be a blueprint. The purpose of grant is to pilot innovative approaches. We plan to compare/contrast pre-post intervention.  Barbara: Classes are probably fully enrolled.  Suzan: If we lost one section, we could replace with another section  Barbara: I’m glad to see an evening class represented.  When we did SLOs, it was revealed that use of student services for our students could be stronger.  Chuen: We need data from the program so that we can document that it is working when money runs out.  We have money for now, but I don’t want to set an of these proposals as precedents because we don’t yet know the rules. | Consider proposal  PASSED Marla abstains because she missed the presentation. |
| 1. Hybrid community of practice   Chelsea’s video Report: we administered beginning, middle, and end surveys to see how effective our hybrid classes were for our students.  We developed lesson plans around tech tools: canvas, quizlet, flipgrid, voicethread, etc…  Next semester: review data from this semester. Sample modules and canvas shell to be used as resource for future instructors.  We want to present at professional development days  Survey results:  A significant percentage didn’t know they were enrolling in hybrid course or didn’t know what that meant.  81 percent said their confidence with online coursework had improved  A plurality of 44 percent said nighttime was the best time for a hybrid class  73 percent said they would choose a hybrid over a regular class  COP: $1500 for each participant and $3000 for coordinator  Marla: If you teach a hybrid course, is there a requirement that you go over how to engage with a hybrid course?  Denise: There isn’t, but I would love to see that standardized. | Passed.  There is interest in a hard copy of handbook to be made available |
| 1. Meeting time for next semester | Same time next semester |
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