**FSC NOTES 2/27/19**

**Participants:** Barbara, Suzan, Eleni, Kathy, Dean Chan, Ian, Beth, Anna

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| **AGENDA ITEM** | **GOAL** |
|  1.Unstuck Center conversation continued Suzan: DE plan (which got approved) includes an addition for a place for online and hybrid support. could this be our unstuck center?We need real estate and funding. Who owns that A/V room at the bottom floor of the library? Eleni: There’s 5K of electrical work that needs to be done in that room. Suzan: This idea started with the idea for a recording/lab space in APASS to record workshops.Eleni: This could a place for orientations at the beginning of the semester Suzan: Basic Skills students have less access and less experience.Beth: If we add help/tutors to tech center, that would be a good fit. Kathy: There are tech tutors in the CIS lab. Suzan: Updates on Danitza’s ESOL workshops: 52 students have participated. Canvas shell is up, workshops are uploaded. Danitza would like to have a student worker or faculty member to edit.  | Outline specific next steps to be taken.1. Come up with budget/costs
2. Make a mission statement.
3. Reach out to Kim Bridges or Johnny Williams to hire CIS students to be tutors.
4. Invite Rupinder to next meeting?
5. Contact Steven Corlett to discuss site for unstuck center.
6. Write application so there is consistent message. Eleni sent out emergency application for space.

Barbara: We need to write up a specific proposal. Beth: Include proposal for tech center tutors to be trained and shared between programs.  |
| 2.What are the needs of DSPS students in the context of acceleration?  | Not covered  |
| 3.Funding proposalsFunding for Grammar Community of Practice.Suzan: Previously funded by APASS. This is the last semester. 4 faculty members: 3 P/T 1 F/Tdeliverables: handbook, Flowchart describing courses |  APPROVED   |
|  4.Agenda items for future meetings—input from committee? Barbara: Stipend procedures: how to get people paid. Suzan: Whoever requests the funds is responsible for getting paperwork done. You need EPAF, timesheet, stipend approval form. Derek said it’s up to the dean at the cost center to determine whether the stipend is a reasonable amount. They don’t want little stipends and big ones for the same work. Derek recommended to include justifications along with stipend approval forms.Barbara: I would like to know due dates for stipends and then payment dates. Beth: If it’s a flat fee stipend, you get paid when the work is done. (Last date on the EPAF) There’s a “new stipend form” that needs to be signed by recipient of stipend, so you might as well do that at the beginning. This will help assistant make the EPAF. Sign everything at the beginning of the semester. Suzan: As soon as project is approved by the committee, you should do it all. Beth: Make a highball guess for EPAF of how many hours of work a project is. Suzan: Try to do all timesheets before May 16, the last day of classes. Then they will be paid by June 30. FOLLOWUP on Embedded tutoring logistics: Beth: We need to make a meeting with Rupinder or Augustine and tech to figure out how to coordinate all.FOLLOWUP on need for student services representation: We want a dean/director. Dean Chan: Add to our procedures that after three unexcused absences, we will look for a replacement.  |
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