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|  | **Foundation Skills Meeting Notes** |
| ***MEETING DATE:*** | **2/6/19** |
| ***LOC./TIME:*** | **T808 2:00-3:30pm** |
| ***PARTICIPANTS:*** |  Eleni Suzan Beth David M, Dean Chan, Marla, Anna, Kathy, Ian Barbara |
| ***NOTETAKER:*** | **Ian Latta** |
| ***HANDOUTS:*** |

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| Meeting Agenda Previous Meeting Minutes Student Needs list |  |

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| **AGENDA ITEM** | **GOAL** |
| 1. Tutoring Assessment update

Dean Chan: Are tutors qualified to assess a student’s progress? Beth: Something very structured (checkboxes) would take some of the subjectivity out of it.  |  Feedback on data request |
| II. Logistical/Administrative support for embedded tutoringAPASS proposal:Suzan: When all the hourly workers got laid off, the program lost student workers to deliver chromebooks. Non-instructor staff salary is non-allowable expense?There are more hybrid classes inESOL, so there may be more demand for chromebook delivery.Barbara:What efforts are being made to institutionalize chromebook delivry and classroom use? Is part of the committee’s role to do this for APASS?Beth: Can embedded tutors do it? Suzan: Would it make more sense hire a coordinator?Barbara: A/V department used to deliver carts—can they deliver chromebooks?Beth: We need to request that IT pick up this up and help with this unmet need. We need a new position: An IA for embedded tutoring. |  Committee: We need a new position: An IA for embedded tutoring. |
| 1. Support for ESOL/DSPS students in other classes such as art

Dean Chan: it’s a safety issueKathy: we have student workers, not just tutors. Often paid through work-study. Chuen: We should have a survey of all the tutoring being done on campus  |   |
|  IV. Planning for the semesterBeth: we should come up with a “really really” good reason/plan to spend all available funds, rather than giving anything back to the state. Barbara: ESOL noncredit starting in March still needs fundingESOL would like department-wide retreat at the end of the semester; this was part of ourStudent Success conference Unstuck center needs some love |    |