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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:*** | |  |  | | --- | --- | | 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 tutoring  APASS 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 issue  Kathy: 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 semester  Beth: 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 funding  ESOL would like department-wide retreat at the end of the semester; this was part of our  Student Success conference  Unstuck center needs some love |  |