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

**Sept 26, 2018, T-801**

Co-chaired by Suzan Tiemroth-Zavala, Ian Latta, Faculty and Chuen Chan, Dean of Liberal Arts

**Members Present:**

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| **Agenda Item** | **Expected Outcome** | **Discussion Points** | **Actions Taken/Next Steps** |
| **Report from Danitza Lopez** | **Expected Outcomes**  Evaluate funding proposal | Building on prior funding proposal  Connected to acceleration  Previous proposal did not include meeting times with other instructors to get more recommendations  Enhanced noncredit/mirrored with credit classes  She wants to focus on college skills for ESOL students taking their first ESOL class.  ESOL writing workshop is inundated with low-level students (reading textbooks)  Eleni: More and more workshops: we need to identify, advocate , and get technology as a committee.  Move to approve: Barbara  Seconded by Dean Chan  No objection or abstentions |  |
| **Prioritize goals for the year** | **Expected Outcomes**  Selecting top three or so goals.  Making the goal specific. | AEBG: embedding an ESOL or math instructor from adult school into the CTE class  Eleni: Tutor Training and Tutoring infrastructure. Finding funding. Make a recommendation for support services in the context of acceleration.  Denise: We need an institutionalized budget for tutoring  Beth: Basic Skills is going to disappear as a category next year .  Anna: Advocate for some space for student support, especially help for technology  Suzan: F170 isn’t enough. DE wants more help  Eleni: Look for a vacant room |  |
| **Form working groups to advance goals outside of committee meeting times** | **Expected Outcomes**  Maybe not everyone will be on a group, but I hope we will have a realistic plan for making progress on each of our three goals. |  |  |
| **Discuss inclusion of student services on the committee.** | **Expected Outcomes** |  |  |
| **Report from Barbara Yasue** | **Expected Outcomes**  Evaluate funding proposal | She wants to bring back lunch-workshops  1 hour workshops (20-30 min lecture) activities afterwards  Videotaped for canvas  Ian’s discussion: please add some reporting structure so instructors can either offer incentive or require their students to attend specific workshops  Move to approve: Barbara  Seconded by Dean Chan  No objection or abstentions |  |