**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 proposalConnected to acceleration Previous proposal did not include meeting times with other instructors to get more recommendations Enhanced noncredit/mirrored with credit classesShe 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: BarbaraSeconded by Dean ChanNo 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 tutoringBeth: Basic Skills is going to disappear as a category next year . Anna: Advocate for some space for student support, especially help for technologySuzan: F170 isn’t enough. DE wants more helpEleni: 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 afterwardsVideotaped for canvasIan’s discussion: please add some reporting structure so instructors can either offer incentive or require their students to attend specific workshopsMove to approve: BarbaraSeconded by Dean ChanNo objection or abstentions  |  |