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| ***COMMITTEE:*** | **Foundation Skills**  |
| ***MEETING DATE:*** | **8/28/19** |
| ***LOC./TIME:*** | **T801 2:00-3:30pm** |
| ***PARTICIPANTS:*** |  David, Christine, Barbara, Chuen, Beth, Denise, Marla, Rina,  |
| ***NOTETAKER:*** | **Ian Latta** |
| ***HANDOUTS:*** |

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| **AGENDA ITEM** | **GOAL** |
| 1. Budget update/tutoring funding

If time: which tutoring areas can the committee support? ROCDSPSExtra tutoring in ESOLTech tutorsSuzan: Can we plan for the entire academic year, and not per semesterDean Chan: I set aside 100K for tutoring, from carryover fundsDenise: Equity is now SEA. Parcel tax may be released Suzan: Can we have a plan for what to do in the future beyond these stopgap measures? Beth: Jen from the union said that Measure E funds can’t supplant funding that should come from Fund 1. Christine: AB705 plans were created in a way that assumed that tutoring. Barbara: ESOL is one year behind English/Math in AB705; ESOL was not funded by BSSOT. I asked for funding for faculty development, release time. Dean Chan and Rudy thought that Our plan:1. Guided Self-Placement, stipend for committee
2. Curriculum development to make accelerated course sequence and support courses. Online classes/tutoring?
3. Noncredit coordinator release time. To smooth out nuts and bolts issues, clarify policies, make infrastructure.

Beth is at district now, but she is coaching all colleges. We would like someone on-site to support us. Beth: Siri’s vision is that this role will be institutionalized the more that noncredit FTES go up. We won’t have to fund it forever. Most of the early initiative are among Basic Skills, so it’s appropriate for this committee to fund. Chuen: We have about $200K for the yearSuzan: Last year we funded grammar community of practice. How can we get it moving? Is it affected by requirement that it be announced to the college? | Discuss state of tutoring funding and establish priorities for the total FSC budget    |
| 1. Student Success Center Supervision/ Hiring Freeze Issues/ Programs

How will the center be supervised?What programs should we include?What are needs around technology, including chromebooks/laptops and Canvas/hybrid classes? Denise: Could the committee fund a permanent part time IA? Suzan: We also have a need to have chromebooks stored and delivered.  | Plan to supervise tutoring in Student Success Center/Tutoring Resource Center |
| 1. Tutoring Survey: How tutoring empowers tutors

  | Review with committee and discuss in terms of tutor recruitment |
| 1. Meeting times for the semester?
 | 2:00-3:30 (unchanged) on 2nd and 4th Wed, T801  |
| 1. Agenda items for future meetings?

Permanent tutor funding |  |
| Rina: How do we get calculators purchased once the funding proposal is passed? Chuen: Once it is approved, let Stephanie know what you want, and she can order it through the requisition. Send her a screenshot Christine: Can I join? Suzan: Who wants to be the voting member? There are two voting member slots.  |  |
| New item: Funding for APASS CounselingBeth: Don’t they have their own funding? Dean Chan: Did we fund APASS past semester? Suzan: They are only going to five classes. Marla: We could go with a smaller amount butI’m not comfortable funding unless we know total budget for committee.Beth: When we did this with BSSOT, we didn’t pay counselors’ salaries, we paid them $1000 per class. If it’s five classes, the cost should be $5K.Suzan: Feedback from faculty members has been mixed. Anna: There is a discrepancy between the number of hours in their program and the number of hours in their budget. New item: Math campRina: What happened to math camp money? When I came last time, I was only asking for $6500 because it was going to be noncredit. It didn’t work that wayI want to direct Tony so he can get paid for the math camp. Denise: We were excited to institutionalize math camp in 504. However we realized that it couldn’t be 2 weeks; it had to be 6 weeks. Curriculum committee requires an extra step to do shorter than six weeks course.Denise asked Rina if it could be run for six weeks.It was too late, so we reverted to math camp model. One of the concerns then became how many students were signed up. We were given list of 30 students, so we approved $7,500. When the attendance was lower, the VPI made the decision to condense to a one-week camp. Rina: VPI said that he could find the money, but I didn’t know it would be coming from FSC. I was surprised to find out that there was no counselor. Tony might have been paid an larger amount than I proposed. Where did the numbers come from? Denise: I thought that was excessive, but I was following the model I had of what it had previously cost to run the camp. Rina: I want to apologize to the committee, because it wasn’t supposed to happen that way. If I had known that so few students were following through, I would have gotten on the phone with students. Kathy: Wasn’t it like that before under the BSSOT grant? Rina: It’s a lot more. Kathy: Tony could have used a little more guidance in how to deal with unexpected things. Rina=magic maker. Not everyone can do what you do. Rina: I want to institutionalize math camp. Kathy: It’s already approved.Denise: It will definitely be in place by next summer. Beth: Making all these calls/coordinator/logistics is beyond what should be expected from a PT instructor. Kathy: There should be a binder with directions/procedures. Dean Chan:  | Denise: We would like to know our complete budget before we give a response.  |