**Date & Location:** 10/27/2010  
Don Bautista Room

**Attendees:**  
Aguilar, Melisa; Alves de Lima, Diana; Bambhania, Doli; Browning, Mary; Ceballos, Julie; Hunter, Truly; Lam, Phong; Lister, Cindy, Mieso, Rob; Moberg, Kathleen; Myhre, Jennifer; Nguyen, Andy; Norte, Edmund; Reza, Jackie; Roberts, Becky; Rosenberg, Jerry; Suresh, Meera; Tomaneng, Rowena; Weinberg, Pat; Woodward, Cheryl

**Guests:**  
Flandez, Alerie; Patel, Bhavi; Sigala-Aguilar, Selda;

**Absent:**  
Dishno, Daniel; Newell, Mallory; Poon, Gordon;

**Notetaker:**  
Patel, Bhavi

**Discussion**

I. **Approval of Agenda and Minutes from 10/13/2010:**  
The agenda for the meeting approved. Minutes were amended to include Kathleen Moberg as a member of the taskforce, not a guest.

II. **DARE Membership**

- **Introduction of Student Members:** *Andy Nguyen* and *Meera Suresh* were selected by the De Anza Associated Student Body (DASB) to represent the students’ voice.

- **Confirmation of New Faculty Members:** DARE received strong interest from both faculty and classified groups. Upon DARE Taskforce’s approval, these names will be forwarded to the Academic Senate for approval and appointment through the shared governance. *Jennifer Myer (First Year Experience (FYE) program); Becky Roberts (English/Puente Program) and Jim Nguyen (Political Science, IIS, IMPACT API)* were recommended by the DARE core group for confirmation.

- **Confirmation of Classified Members:** Strong interest from classified staff as well. Upon DARE Taskforce’s approval, these names will be forwarded to the Classified Senate for approval and appointment through the shared governance process. *Cindy Lister (Learning Resources Division), Pat Weinberg (Assessment & Placement) and Melisa Aguilar (Student Success Center)* were recommended by the DARE core group for confirmation.

  All nominations were approved unanimously. If there are openings in the course of the year, we will go back and ask the other members that showed interested in participating.

**DARE Core Group:** There is an additional meeting commitment for the CORE group. The taskforce broke into groups by classified, faculty, and administrator to discuss roles/responsibilities and possible candidates from each constituency to serve on DARE CORE.

**The Group Reviewed the following Ground Rules of DARE Taskforce:**

1. We understand that the success of the discussion depends on the inclusion of every individual voice.
2. We will be respectful and supportive of one another.
3. We will stay open-minded to suggestions.
4. I will speak for myself, not for others.
5. We will stay focused on the topic and avoid repetition.
6. We will be conscious of body language and nonverbal responses.
7. We will approach our goals with a student-centered and campus-wide perspective.
8. We are all responsible for and accountable to each other for maintaining these ground rules.

III. Budget Review

Rowena passed out a revised Budget for DARE which shows funding projected for this year and next. Lydia Hearn is still supporting the grant and has agreed to work on the budget and keeping track of allocations. This revised budget was discussed in DARE core to which Rowena added some notes.

Quick Review: We have BSI projected allocations from the state that starts 06-07 goes through 11-12, Title III 07-08 running through 2011-2012. In column, 08-09, is the difference between BSI and T3 funding. BSI we need to make sure we’re spending the money within a 3 year period. BSI money goes away when we hit the 3-year mark.

Negative balance needs to be transferred out. We were behind in T3 because Language Arts work and other grant activities were on hold. We are in good shape with T3 now. For 2009-2010, we still have $356,503.77 to spend. BSI funding—we are waiting for $ to be deposited.

The next table shows various commitments made in the past year and what we’ve been spending the $ on. Rowena highlighted the amount that we have for 2010-2011 (over a million dollars in terms of funding resource from both grants) Even if we are able to spend the money on the commitments we have approved, we can still make some adjustments based on identified need. For project proposals over $5,000, Rowena will bring this to the general taskforce for review and discussion. Under $5,000, Rowena will bring it to DARE CORE. Project director also has some discretionary money in terms of project spending.

**LART Counselor**: commitment was made for ongoing funds to have some part-time support for LART classes. Last year it was omitted from DARE discussion. In 10-11 and 11-12, we have $8,500 for the counselor to support the LART classes and the LinC programs.

**Various Professional Development**: Teaching and Learning Conference included. Faculty senate is taking ownership of that conference which will be a collaborative effort with Staff Dev and the Institute for Community and Civic Engagement (ICCE). Other 30k, is for professional development such as the student success conference and other conferences. Amount was increased because there are other opportunities for members and others on the campus. Webinars will be supported under the professional development category.

**Student Tutors**: related to the reorganization of SSC, which was the major task of the taskforce last year. When we went through the budget crisis, there were many positions
eliminated, the college made a commitment to have ongoing fund 14 A and B budget to create opportunities (new positions) for affected employees. DARE approved the large amount for student tutors to maintain services from the SSC Reorganization.

**Title III Activity Teams—Math and Language Arts**: money set aside for T3 projects, math teams and LA teams. These teams have been asked to provide summary reports of their work for DARE review.

Funds for **Project Director and Activity Director**. Rowena has already allocated 10K in support of activities. Specifically 5k for T3 Activity Director and BSI Faculty Director. Gregory Anderson is continuing his work in that capacity. Lydia Hearn is supporting the project Director (Rowena) particularly the reporting (This is an additional $4000 for Fall).

Reorganization of the SSC—strategy was that if we started in Grants, it will generate float for the college and could possibly used to increase B budget. Grant funded positions can’t stay in grants forever. Ultimate goal is to find permanent fund 14 money. DARE committed to supporting a new Learning Resources.

The word “potential” from “potential commitments” should be crossed out because DARE has already made these agreements. They are Admin Assistant, Learning Cohort Coordinator (goal is to pin down logistical and structural issues, program development, budget development etc)

Something we might want to assess, Ro wanted to have a student service staff member be a part of this team. Early Assessment Intervention. Report from Jerry in terms of how we are doing with DARE allocation. Trainer for basic skills. Consolidate info for best practices for training.

Timeline on extending positions that are grant funded. Through other efforts on campus, we’ve put in for more funding to maintain academic advisors that are funded less than 2 years. We’re also planning to submit a grant to the Gates Foundation for student completion.

It was suggested that we should develop staff development workshops to bring in faculty into the library. There are ways we can work on our outreach.

**IV. DARE Logo Selection**
- Seven design drafts of DARE logo were passed out. The results of the vote were as follows:
  - #0 votes, #2 = 5 votes; #3 = 3 votes, #4 = 3 votes, #5 = 7 votes, #6 = 1 vote and #7 = 1 votes.
  - It was decided that Bhavi and Rowena will get Marketing office’s input on #2 and #5 designs to finalize a design and make any changes needed. They will report back to DARE at the next meeting.

**V. Assessment Practices Report: Timeline, Review & Feedback**
DARE core: pin down working timeline for completing the report. Produce a draft for campus
wide feedback for assessment by December 1st. Then there would be revisions made. At the start of the winter term Rowena will present the draft to senior staff for review. Two areas we really need to work on. Get input of 2 divisions that have been using placement and assessment: English, Reading, ESL, and Math departments. Jerry and Rowena have committed to bring this draft report to them. We know the bulk of the work will be on the recommendations we make with resource allocations attached to that.

Next week, we will work with a partner or two to review the report. Is there any area that we need to include? Please send your questions or other pertinent information to Bhavi ASAP.

Resources that we can fund through DARE for interventions, we want in assessment or it could be recommendations that we want permanent funding. This document could go to IPBT.

Several questions were raised with regards to the Assessment report:
1. What would be our continuing role with the report?
   • We are responsible to make sure we are implementing some of our recommendations.
   • We work with various stakeholders to implement. This is a model of continuous process.

2. Does it have to be this lengthy? Are there things we can do sooner than later, do we have to go to the entire governance teams to do this?
   • Preparation and interventions from divisions as a triage, we don’t have a process for following up. Initial things we could implement before the end of the school year.
   • We had a timeline that will be done at the end of spring term. We didn’t want to go into it without careful research so it was decided that DARE will work on it over the summer and in the Fall.
   • What about crafting a set of parallel recommendations? Some of which would have to go through shared governance. We could do immediate interventions and long-term interventions that would have to go through shared governance.

VI. Good of the Order
Umoja conference—a student organized conference is next week.

VII. Action Items
Everyone’s homework is to go through the report before the next meeting, any categories or recommendations that you could identify right away, email them to Bhavi. We’ll compile a summary.

Next Meeting

**DARE Core**: 11/9/2010 12:30 PM – 1:30 PM, Admin 130
**DARE General**: 11/10/2010 3:30 PM – 5:00 PM in Don Bautista Room, Campus Center