TITLE III STEERING COMMITTEE MINUTES

Meeting Overview

<table>
<thead>
<tr>
<th>Host</th>
<th>Carolyn Keen</th>
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<tbody>
<tr>
<td>Attendees</td>
<td>Gregory Anderson, Darcie Connell, Judy Hubbard, Barbara Illowsky, Howard Irvin, Carolyn Keen, Michele LeBleu-Burns, Lisa Markus, Jerry Rosenberg, Cheryl Woodward</td>
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<tr>
<td>Date &amp; Time</td>
<td>10/22/08 at 10:00am-12:00pm</td>
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<tr>
<td>Location</td>
<td>De Anza Adm. Room 106</td>
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<td>Note Taker</td>
<td>Darcie Connell</td>
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Agenda

1. **10:00am - 10:30am**
   A. Discussion of Processes for Informing All Campus and District Constituencies of Title III Activities
   B. Discussion of Best Processes for Soliciting Help and Input from All Appropriate Campus Constituencies.

2. **10:30am - 12:00pm**
   A. Presentation from Language Arts Team about Title III Activities to date and plans for continues activities. (Judy Hubbard)

Meeting Minutes

**How can we inform the campus of T3 and encourage participation from all areas?**

- Promote the T3 website
- Celebrate successes
- Newsletter
- Academic Skills and Support
- Communicate T3 to the Academic Senate and have them communicate it to their counterparts as well
- Improve the communication within each division and department regarding T3
- Have T3 participants present activities to the division and/or department. Perhaps a joint meeting with LA and Math.
- Make a presentation to the board in the first of the year.
- Create a project manual for people involved with detailed info. The T3 website is for people who need general info.
- Add LA wiki info to the T3 website.
- Present information from conferences attended.
- Mention title III at teaching and learning conference.
- Have a town hall however attendance rate has a history of being low.
- Create an overall grants newsletter to bring information from all grants together.
- Mention other grants in the next T3 newsletter.
- Make overall T3 and grants budgets more visible. Communicate where the general funds are being allocated.

Language Arts Team T3 Activities Update

Please visit http://www.deanza.edu/studentsuccess/title3/LA.html for information on LA activities under T3. Judy Hubbard’s notes are located on the website.
Note: This webpage is not linked from Title III website. You can only access this information by entering the exact URL listed.

Summary of Discussion:
1. All levels at college (students, faculty, administration, etc.) and community should understand the college readiness rates (80% of students place at the developmental level).
2. Use a fine grain assessment tool and develop learning modules that is more customized than what we have used historically. Note: The government may be trying to standardize placement tests. Keep Foothill College involved on any changes.
3. Develop economically viable model/budget that will pay for development of modules and train faculty.
4. Counseling plays an important role in the entire process.

Suggestion: Use technology in the new development of learning modules.

Math Team T3 Activities Update

Suzanne Dean and the Math team are working to provide a report of detailed information for the new Math Supervisor about T3, goals, and upcoming activities.

Action Items
- Invite someone (a teacher) who’s not part of BSI, Title III, LA, or math to give an outsider perspective in the T3 meetings.
- Get everyone on the Title III Steering Committee access to the LA Wiki
- Need Title III activities broken down with reports from the past and goals for the future by quarter.

Next Meeting: Wednesday, December 10, 2008, Adm. 109

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TITLE III STEERING COMMITTEE MINUTES 2 OF 3 11/3/2008
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<th><strong>Attendees</strong></th>
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<tbody>
<tr>
<td><strong>Date &amp; Time</strong></td>
<td>12/10/08 at 1:30-2:30pm</td>
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<tr>
<td><strong>Location</strong></td>
<td>De Anza Adm. Room 109</td>
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