

BSI OVERSIGHT COMMITTEE AGENDA & MINUTES



Meeting Overview

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| Hosts | Michele LeBleu-Burns & Gregory Anderson | | |
| Attendees | Robert Griffin Lydia Hearn | Howard Irvin Diana Lydgate | Rowena Tomaneng Marion Winters |
| Date & Time | 1/6/09 from 10:30-11:30am | | |
| Location | De Anza Adm. Room 106 | | |

Agenda

- Review remainder of Request for Proposals (RFPs)
- Decide which RFPs will receive funding
- Establish a process to notify all RFP submitters of the decision

Minutes

“**On Hold**” means that the proposal needs further investigation to see how it will fit with the overall BSI initiatives.

Title III moneys have been allocated per the grant proposal. However, if you have activities occurring that fit in line with the proposal, talk with Gregory or Carolyn.

De Anza is waiting for the State Chancellors Office to produce the BSI expenditure report form. The deadline may be extended. De Anza should have a quick turn around time for completing the form due to light expenditures.

RFP Review

1. ANDALE Mentor Program: A good proposal but needs more assessment and placement to measure outcomes, growth, and retention. Staff development needs more development in the proposal. Proposal should consider the number of students that will be served and the overlaps between other retention programs. The proposal is on-hold until further discussion and investigation have been completed.

Group Discussion: Create a body (a person or group) to analyze the needs of the students being served. Where are the overlaps among programs and student groups (Eg. Sankofa and EOPs students)? What are the successes? The new ETS system will help track interactions and records. Also a case study will help determine opportunities and challenges. Develop a systematic approach. Take the components from all the programs to create a system model (e.g. the FYE model). De Anza is innovative and by creating a model we could help other institutions

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as well. Need to remember which programs are aimed at increasing student success and what will happen when the money runs out. De Anza is in the process of designing a model of systematic approach to determine how the campus efforts are increasing student successes (which may or may not be directed at a specific program). Need to include the people who participated in the RFP process.

8. Online Pedagogy and Educational Tools Network (O.P.E.N.): A good proposal that utilized technology, limiting campus time and resources. This was one of the most appropriate proposals for BSI funding. The proposal will be maintained through LinC. Keep in mind there are other existing online systems. We need to be careful of adding another system and it ends up only being used by a small group of people. Need to be strategic in the communication of the online system so the entire campus knows about and uses it. Also, a tracking system would be helpful in determining the website's visitors and patterns. There were some concerns with the proposal as well. The proposal has no mention of increasing a student's skill. It doesn't seem that the website will address the issues of teaching and learning that are specifically important to the faculty teaching the content. The proposal is on-hold until we have a better understanding of how De Anza can utilize an online learning system.

Group Discussion: De Anza needs a "Teaching and Learning" website not specific to any group, but the entire campus. Developing this website would take collaboration of technology and content experts. All groups should be involved in the development (e.g. students, faculty, administration, etc.). Extensive research would need to be conducted prior to developing any content. All information needs to be specific to De Anza. The content is already out there, De Anza just needs to organized and make it easily accessible. Also, we need to consider what the intent of the online website would be and not to lose sight of the needs of developmental students.

10. Sankofa Scholars: There was a group consensus that this is a good proposal and program. However, there were concerns around the amount of money being requested, especially given how limited the time is of the leadership of the program and how limited the infrastructure is to administer the program. The proposal should emphasize that it is the first program at De Anza targeted towards African Ancestry students. The program needs more organization, which is to be expected with any new program. Need to be more specific about which pieces need funding. The committee would like to fund Sankofa Scholars, but the proposal will need to be updated with significantly lower funding amounts and reviewed by the committee again.

16. Writing & Reading Center: One Course Release for the WRC Director: The committee thought this was a good proposal. There were some concerns that the WRC will need to do more outreach. The proposal will be funded, with two contingencies: That the services offered in the WRC be targeted specifically toward students at the developmental level and that faculty conduct outreach to encourage more students of color to utilize the services.

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RFP Notification

Gregory and Michele will put together verbatim what each proposal participant will be given. This will be sent to the committee to review. The proposal responses will be grouped into three general categories:

1. Not funded - the proposal doesn't meet the needs of developmental students and will not receive funding
2. Under Consideration - the committee needs more information
3. Funded - the proposal meets the needs of developmental and will receive funding

Once this RFP process is completed, we need to follow up with the RFP applicants to collaborate with them to determine the next course of action.

Action Items

- Gregory will send out example websites for teaching and learning from other colleges.
- Michele and Gregory will distribute responses for the proposals that the committee has already acted on.
- Howard will work with the Sankofa group to create a revised proposal.

Next Meeting

Thursday, January 22, 2009 from 2:00-3:00pm in the Administration Bldg, room 106.