

### **TITLE III SUMMARY REPORT – NOVEMBER 2007**

Project Director and Activity Director continued with meetings in order to determine methods for arranging 50% release time for Activity Director and for possible compensation for Directors of the Writing and Reading Center, a venue that had not been in operation when the Title III Grant proposal was submitted in Spring 2006: consultation with financial officers, with Dean of Academic Services, etc. Part of the problem stemmed from the fact that the Foothill De Anza College District seemed to have three different methods of reimbursing release time positions. Which method would be used was not clear, thus creating a concern about how the Title III budget would be affected by implementing release time activities planned that involve various faculty. Consultations with various budget personnel gave us not consistent answers about the charges we would incur. We did confirm that according to Federal guidelines, release time must be charged to the Title III budget at actual cost; the College cannot make extra money from this charge. We did determine that the Grant can pay for backfill faculty positions that replace the Activity Director for 50% of his normal workload.

Project Director continued to work with various budget personnel to implement Title III budget reimbursement for Project Director's salary. (e.g. meeting with Margaret Michaelis.) First efforts were to submit an independent contract, and Project Director met with Margaret Michaelis to assure the correct processing of this document, an annual contract.

Project Director notified members of the Steering Committee of the first Steering Committee Meeting to be held Tuesday, December 11, 2007. Agenda: 1) Title III Progress, 2) Request for Advice Concerning Pressing Issues, 3) Review of Title III Goals. One Steering Committee Member, Diana Alves De Lima, Director of the Skills and Tutorial Center, asked that we plan to discuss the Math Resource Center (MRC) position for which we will hire a new employee. (The meeting time for this first Steering Committee Session was later changed to Wednesday, December 12, 2007.)

Project Director and Activities Director attempted to arrange meetings with the Dean of Math and Physical Science and with the Dean of Counseling and Matriculation in order to determine which faculty and counselors would be devoting time to work on the Title III activities.

Project Director and Activity Director contacted English Department Chairs to discuss identifying faculty and classes to be part of the Title III activities. A meeting was arranged for Monday, November 26. We identified classes that we might begin tracking in the Winter 2008 Quarter and classes that we could tract in the Spring of 2008. We selected one LART 100 and one LART 200 for Winter and one LART 100 for Spring (no LART 200 is to be offered in the Spring.) Nothing definite was able to confirmed about possible math classes or faculty or about counselors to be dedicated to these projects.

Activity Director proposed a meeting (December 11, 2007) with Dean of Math and Physical Science, Chair of the Math Department, and Title III Project Director to

clarify the Math Department's role in Title III activities since both the Dean of MPS and the Chair of Math had not been involved with Title III as it was being written. Activity Director Gregory Anderson indicated two main areas to be addressed: recruiting math faculty teams and defining the position of the classified staff member to be hired to direct the Math Resource Center.

Project Director contacted key English and Reading faculty to request that they be part of the Title III activity teams and sent them a copy of the proposed duties and activities. On Monday, November 26, Project Director and Activity Director met with three Language Arts Instructors, Judy Hubbard, Suzanne Helfman, and Julie Sartwell, to discuss ways to implement the Title III proposals that involve key faculty and designated LART classes for the 2007-2008 academic year.