

TITLE III SUMMARY REPORT – FEBRUARY 2008

Dowden & Associates clarified for us that both the Title III Project Director and the Activity Director should keep time and effort report forms but recommended that we use a form other than the hourly logs which are too specific for general oversight.

Project Director arranged for release time for Suzanne Helfman who is working on the Language Arts activity faculty team. She will be released from her Spring Quarter EWRT 1B-15. Copy of this arrangement was send to Lydia Hearn, Acting Dean of Language Arts.

Project Director tried to arrange two Steering Committee Meetings for the quarter in compliance with Steering Committee preferences, but only one agreeable date for nearly all became possible, Tuesday, March 25, 2008.

Email to Fed contact, Deborah Newkirk, failed.

Project Director emailed Director of Counseling, Howard Irvin, to enlist his help with implementing the activities outlined in Title III: gaining the assistance of a counselor for both English/Reading pilot classes and for Math pilot classes, with additional pay being paid to the counselors who take on this task.

Project Director emailed BSI coordinators to request inclusion in meetings and discussions so that duplication can be avoided and so that Title III resources can be used effectively to help with initiatives that are common to both BSI and Title III.

Project Director requested a meeting with Math and Physical Science Dean and math faculty to outline and discuss the math Title III activities, faculty duties, hiring of the MRC director, and additional pay for the math faculty team members. Project Director received information from Tutorial and Skills Center Director, Diana Alves de Lima, that she and Math and Physical Science Dean, Jerry Rosenberg, had been drafting the job description for the MRC director, but they had questions about the amount of pay and the number of months this person would be working. Project Director responded that after checking Title III budget, the proposal looked feasible and the a eleven or twelve month position would definitely be a possibility.

Project Director informed Activity Director of her correspondence with Dean of Counseling and Dean of Math and Physical Science, asked about the progress of hiring a person to do half-time work as LASC director so that the Activity Director could have 50% time for Title III work, and suggested an additional pay figure for Language Arts and Math faculty and for counselors working on Title III.

As part of their work on Title III activities, Language Arts Faculty, Suzanne Helfman, Judy Hubbard, and Julie Sartwell, invited English Department faculty to a workshop on “building community and maintaining classroom dynamics” on Monday, February 25, 2008.

Project Director and Activity Director arranged a meeting with Jerry Rosenberg, Dean of Math and Physical Science, to discuss hiring the MRC director and also verified with Christina Espinosa Pieb the need for initiating the hiring of the MRC director.

On February 27, 2008, Project Director and Activity Director met with Dean Jerry Rosenberg to discuss progress with Title III Math activities. Dean Rosenberg indicated that he is soliciting project proposals from Math faculty and that by the end of the quarter he will have a proposal re: Title III activities for us. Both he and Gregory Anderson, Activity Director, requested that Project Director, Carolyn Keen, give them a detailed outline of current and projected budget expenditures so that this Math proposal could take into account these necessary figures.