

Meeting Minutes

Meeting Date: 03/25/08

To: Title III Steering Committee Members

From: Carolyn Keen, Title III Project Director

Re: Minutes of Steering Committee Meeting, March 25, 2008, 1:00 – 3:00pm

Present: Brian Murphy, John Swensson, Robert Griffin, Carolyn Keen, Gregory Anderson, Mary Alice Bonilla, Lydia Hearn, Marcy Betlach, Andrew LaManque, Michele LeBleu-Burns, Margaret Michaelis, Jerry Rosenberg, Rowena Tomaneng, Cheryl Woodward, Kristin Skager, David Coleman, Diana Alves De Lima, Howard Irvin

Unable to Attend: Barbara Illowsky, Lisa Markus, Lisa Bartus, Jefferson Shirley

Carolyn Keen, Title III Project Director, outlined Title III accomplishments to date. She described in particular the Language Arts team's work so far and indicated that they are making substantial progress toward implementing the activities outlined in the Title III proposal. (These team members are Judy Hubbard, Julie Sartwell, Suzanne Helfman, and Ulysses Pichon.) Carolyn also noted that the Title III website is nearly ready and will be on-line shortly.

Gregory Anderson, Title III Activity Director, spoke about the coordination of BSI and Title III .

Jerry Rosenberg, Dean of Math and Physical Science, outlined plans that he, Gregory, Diana Alves de Lima, and several math instructors have been making for Title III activities. Currently, L-43, the Math Resource Center (MRC) needs to be expanded so as to serve a wider population and to serve that population more effectively (e.g. evening students.) In addition, an MRC director needs to be hired to coordinate this facility and work with faculty. He noted that math instructors also want to incorporate peer tutoring and counseling functions into their classes, and hence there will be a need for tutor training for such classes. Jerry has a comprehensive proposal forthcoming.

In connection with Jerry's comments, several Steering Committee members offered suggestions or observations. Lydia Hearn, Interim Dean of Language Arts, suggested that we need to study student use of tutorial services and compare data to the data that was reported in the Title III proposal. Jerry commented that the MRC director to be hired must have a strong background in math and must maintain an extensive connection with faculty. S/he must be able to facilitate training for faculty who have no training in basic skills instruction. He also asked whether this MRC position should be a faculty or a classified position. Discussion revealed that a staff position will be most feasible since any faculty position must be "loaded". Other comments regarding the development of the MRC and MRC director position:

- Cheryl Woodward—Have you thought of using Staff Development to help train faculty?
- Will the MRC serve 80% basic skills student? Underrepresented students?
- Need to hire TA's
- Need one full-time Counselor to work with these students.
- Mary Alice Bonilla--Diagnostics and Cultural Competence—extremely important components of the MRC. Director should probably be bi-lingual. Student Learning Outcomes need to be identified and measured.
- Michele LeBleu-Burns—BSI already addressing cultural competence teaching issues.
- Gregory—Co-Reqs like those in Language Arts might be an option in math.

Carolyn Keen next reported her meeting with Howard Irvin, Dean of Student Services, and their ideas about identifying in particular African American, Hispanic, and Pacific Island students who usually fall five percent below other students in terms of retention and reaching college level classes. She mentioned the possibility of focusing Title III efforts on the Summer Bridge Program, First Experience, and other special programs. Jerry wondered how we might expand our services to reach more students via existing, successful programs. Andrew LaManque commented that for tracking, measuring, and documenting success, it would be best to have a large group experiencing similar interventions.

President Brian Murphy asked, “How are we really making a difference with Title III money?” Brian further suggested that it would be ideal to “map” a student who sees a counselor, to see how s/he reaches success, to see where holes are, where successes are. Such a map would provide valuable knowledge for our efforts. Brian would like to be able to report to the Foothill-De Anza Board where Title III has spent money and where it has had a significant effect.

Carolyn, Jerry, and Gregory will work on the current budget in light of various suggestions made by the Steering Committee and will forward this budget and MRC proposal to the Steering Committee members.

Submitted by
Carolyn Keen, Title III Project Director