

TITLE III STEERING COMMITTEE MINUTES

Meeting Overview

Host	Carolyn Keen		
Attendees	Diana Alves de Lima Gregory Anderson MaryAlice Bonilla Darcie Connell Lydia Hearn	Barbara Illowsky Carolyn Keen Michele LeBleu-Burns Lisa Markus Margaret Michaelis	Brian Murphy Christina Espinosa-Pieb Jerry Rosenberg Rowena Tomaneng
Date	09/25/08		
Time	1:30-2:30pm PST		
Location	De Anza Adm. Room 109		
Note Taker	Darcie Connell (Title III Project Assistant)		

Meeting Minutes

<p>Carolyn reported that approval was received approval for second year funding of Title III activities.</p>
<p>Title III is funding 15 participants in the Student Success Conference in Anaheim, Oct 1-3, 2008.</p> <ul style="list-style-type: none"> • There are 600 people going to conference. • In order for a proposal to be accepted, it needs to be data supported. • Information from conference will be shared.
<p>Hired Title III Project Assistant, Darcie Connell.</p>
<p>Developed and posted job announcements for two Title III grant funded positions:</p> <ul style="list-style-type: none"> • Program Supervisor, Math and Science Resource Center <ul style="list-style-type: none"> ○ Position posting is closed. Expected start date around the 3rd week of October. It's a twelve month position. • Instructional Associate, Math and Science Resource Center <ul style="list-style-type: none"> ○ Position posting will close on Oct. 10th ○ Currently scheduled to finish end of summer, 2009, how can it be extended? President Murphy noted that all grants had to be coordinated, especially in terms of budget, before we can make such a decision.
<p>The campus received a \$600K, 2 year grant starting Oct. 1st, 2008, for the development of Asian American and Pacific Islander students. Mae Lee is the coordinator of the grant.</p>

Christina and Lydia will be coordinating a budget and planning meeting with people from key areas around the campus in the near future. The focus will be on putting together a strategy on how to allocate funds appropriately.

Administration is challenged with budget shortfalls despite heavy enrollment and they will also be working on a strategy on how to allocate funds. The budgeted balance is all we have for the next two years and there is a potential for a take back in January 2009.

Please be aware that all requisitions for Title III will not be approved without specific detail (e.g. job descriptions, outcomes, metrics, hours on the job, etc.). Documentation is needed not only for the Title III reporting to the government but also for De Anza administration. The Board needs a full understanding of how funds are being allocated and why.

Identified courses for tracking in Language Arts in Fall '08. Language Arts Faculty Team, including Counselor Cheryl Woodward, continued working on Language Arts Activities. Need Math team for Fall '08.

- LA courses that were selected: LART 211, LART 200
- Math courses that are targeted: 212, 210, 114

We gathered documentation of student performance in LART and Math classes for Spring quarter from Director of Research, Andrew LaManque. This info is needed for the first annual Title III Federal Report due in December 2008.

For Title III purposes, we have to show data that supports that students are improving by a rate of 5%. It's not the average of comparable classes; it can be an equivalent class. Darcie will be working on gathering qualitative data on what's working and what's not working.

We need to keep records and documentation on what we did that impacted the students for audit purposes and so we can eventually implement best practices throughout the campus.

Perhaps all three grant committees should have similar criteria so there is no overlapping of objectives and funds, and it gets people involved from all areas.

Key leaders should attend the *Planning and Budget Teams for Colleges* meetings to share information from their respective areas and bring information back to their teams.

When conducting meetings, there needs to be a clear agenda and goals for the outcome. Goals should be aligned with all programs. And there needs to be documentation for minutes after the meeting with specific action items.

Perhaps we need a new structure where organization is not by grant items but by campus goals.

Barbara Illowsky and Diana Alves de Lima developed a pilot program to take students who received a high grade in Math 212 and request their assistance as tutors for future Math 212 classes. All Math 212 students are required to go to tutoring 1 hr per week. All tutors need to

be enrolled in the next level course from Math212.

Currently, there are 9 tutors getting paid tutor salary for 10 hours a week. They all went through 3 hours of tutor training. There is one tutor mentor to help with assisting the tutors.

The theory is that asking students to be tutors gives them confidence in their abilities and knowledge and gets them excited about the De Anza math program.

The challenge is that the tutors thus far need a lot of assistance.

We would like to request documentation on pilot program to perhaps start something similar on in Language Arts.

Developed the Title III website at <http://www.deanza.edu/studentsuccess/title3/index.html>.

Valencia Community Colleges has excellent website resources. <http://www.valenciac.edu/>

Next Meeting

Leader	Carolyn Keen, Project Director		
Attendees	Diana Alves de Lima Gregory Anderson Lisa Bartus Marcy Betlach MaryAlice Bonilla David Coleman Darcie Connell Lydia Hern	Barbara Illowsky Howard Irvin Carolyn Keen Andrew LaManque Lisa Markus Michele LeBleu-Burns Margaret Michaelis Brian Murphy	Christina Espinosa-Pieb Jerry Rosenberg Jefferson Shirley Kristin Skager John Swensson Rowena Tomaneng Cheryl Woodward
Date	10/22/08		
Time	10:00am-12:00pm PST		
Location	De Anza Adm. Room 106		