

TITLE III STEERING COMMITTEE MINUTES

Meeting Overview

Host	Carolyn Keen		
Attendees	Gregory Anderson Darcie Connell Lydia Hearn Susan Dean	Judy Hubbard Barbara Illowsky Howard Irvin Carolyn Keen	Michele LeBleu-Burns Lisa Markus Jerry Rosenberg Cheryl Woodward
Date & Time	10/22/08 at 10:00am-12:00pm		
Location	De Anza Adm. Room 106		
Note Taker	Darcie Connell		

Agenda

1. 10:00am - 10:30am

- A. Discussion of Processes for Informing All Campus and District Constituencies of Title III Activities
- B. Discussion of Best Processes for Soliciting Help and Input from All Appropriate Campus Constituencies.

2. 10:30am - 12:00pm

- A. Presentation from Language Arts Team about Title III Activities to date and plans for continues activities. (Judy Hubbard)

Meeting Minutes

How can we inform the campus of T3 and encourage participation from all areas?

- Promote the T3 website
- Celebrate successes
- Newsletter
- Academic Skills and Support
- Communicate T3 to the Academic Senate and have them communicate it to their counterparts as well
- Improve the communication within each division and department regarding T3
- Have T3 participants present activities to the division and/or department. Perhaps a joint meeting with LA and Math.
- Make a presentation to the board in the first of the year.
- Create a project manual for people involved with detailed info. The T3 website is for people who need general info.

- Add LA wiki info to the T3 website.
- Present information from conferences attended.
- Mention title III at teaching and learning conference.
- Have a town hall however attendance rate has a history of being low.
- Create an overall grants newsletter to bring information from all grants together.
- Mention other grants in the next T3 newsletter.
- Make overall T3 and grants budgets more visible. Communicate where the general funds are being allocated.

Language Arts Team T3 Activities Update

Please visit <http://www.deanza.edu/studentsuccess/title3/LA.html> for information on LA activities under T3. Judy Hubbard's notes are located on the website.

Note: This webpage is not linked from Title III website. You can only access this information by entering the exact URL listed.

Summary of Discussion:

1. All levels at college (students, faculty, administration, etc.) and community should understand the college readiness rates (80% of students place at the developmental level).
2. Use a fine grain assessment tool and develop learning modules that is more customized than what we have used historically. Note: The government may be trying to standardize placement tests. Keep Foothill College involved on any changes.
3. Develop economically viable model/budget that will pay for development of modules and train faculty.
4. Counseling plays an important role in the entire process.

Suggestion: Use technology in the new development of learning modules.

Math Team T3 Activities Update

Suzanne Dean and the Math team are working to provide a report of detailed information for the new Math Supervisor about T3, goals, and upcoming activities.

Action Items

- Invite someone (a teacher) who's not part of BSI, Title III, LA, or math to give an outsider perspective in the T3 meetings.
- Get everyone on the Title III Steering Committee access to the LA Wiki
- Need Title III activities broken down with reports from the past and goals for the future by quarter.

Next Meeting: Wednesday, December 10, 2008, Adm. 109

Host	Carolyn Keen
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Attendees	Title III Steering Committee
Date & Time	12/10/08 at 1:30-2:30pm
Location	De Anza Adm. Room 109