

TITLE III MATH COMMITTEE MINUTES

Meeting Overview

Host	Title III Math Committee		
Attendees	Herminio Hernando Jefferson Shirley Barbara Fink	Doli Bambhania Gregory Anderson	
Date/Location	02/25/09 at 11:30am in PSME division office		
Note Taker	Naita Saechao (Title III Project Assistant)		

Agenda

1. Math Retreat Discussion
2. Status of Supervisor position
3. In Class Tutoring Pilot for Spring Quarter
4. Issues of Transparency and Expenditures with Budget and Personnel
5. Math Modules progress and update
6. Teaching & Learning Planning Committee update
7. Qualitative questions feedback -- preliminary

Minutes

1. Math Retreat Discussion
 - It was stated that the Math Department Retreat would last 2.5 hours. Will this be long enough for a retreat? Currently, the Retreat is set for a Friday afternoon from 1 – 4pm.
 - What will the format of the Retreat look like? It was stated that presentations would last 10 minutes long. There seems to be a miscommunication regarding the format and length of the retreat and presentations for the retreat.
 - Suggestions for the format – Begin at 12pm with Title III providing lunch. The sessions will start at 12:30pm, with each topic being at least a half hour with short breaks in between sessions, and concluding by 4:30pm.
 - The benefits to this shorter retreat format include – potential to do this more consistently (perhaps quarterly), and people do not lose their entire day and will not have to get their classes covered.
 - Gregory could present information regarding the developmental student population.
2. Status of Supervisor position
 - The District has decided not to repost the Instructional Associate position.
 - Gregory will be meeting with Jerry to confirm potential candidates for the Supervisor position. Still possible to have the candidate start by Spring quarter.

- On the hiring committee for the Supervisor position is Vladimir Logvinenko and Lenore Desilets, and for the Instructional Associate position was Kathy Plum.
3. In-Class Tutoring Pilot for Spring quarter
 - Has recruiting begun for Spring quarter tutors?
 - How many teachers or sessions, 3 teachers and 6 sessions? We will need to prioritize those teachers with 2 sessions.
 4. Issues of Transparency and Expenditures with Budget and Personnel
 - There is a need to work on better documentation for transparency purposes, especially regarding our expenditures and hiring process. Currently, we place all of these documents on our website and put out quarterly newsletters to inform the public and the DeAnza community of our progress and outcomes. Is there a better way?
 - We will also need to provide documentation and justification for utilizing resources in Counseling towards Title III Math programming. Although an increase in the involvement of Counseling is a major component of the Title III grant proposal, there is a challenge regarding overall transference of resources from Counseling to Title III.
 - How are we inclusive in providing all stakeholders information/updates about Title III work and progress? A suggestion was to have “Open” meeting formats with invitations to particular stakeholders whose resources would be impacted by Title III initiatives (like Howard Irvin or Jerry Rosenberg).
 5. Math Modules program and update
 - Anne Leskinen spoke at the most recent department meeting and introduced the idea of the Math modules to solicit support and volunteers to form a committee for this project. There were many interested faculty members that have shown interest and support this initiative.
 - We will need to determine Anne’s compensation for this project, as well as, a description of her role in this project—the idea for the Math Modules was Anne’s idea initially. Fink will follow up with Anne and invite her to a meeting in the near future.
 6. Teaching and Learning Conference – Planning Committee update
 - It was still difficult to set a date for this conference, although Barbara Fink relinquished Conference Room A and B for the T & L Conference and switch the FA Benefits Conference to another date.
 - Most of the brainstorming focused on what the conference will cover and its’ structure. The committee will meet again next Thursday to discuss further.
 - There was also a discussion of utilizing/integrating former T & L conference formats, who will be invited – just certificated or inclusive of classifieds, especially since the entire campus community should be involved in the development of our Basic Skills students.
 7. Qualitative Focus Group Questions – Feedback
 - Cultural competency questions are more difficult to capture. What is meant by using the word “awareness”, since this will solicit information regarding the tutee’s perception of the tutor. The questions of cultural competency were written to capture any tutee’s experience with his/her tutor with regards to prejudice, power inequity, stereotyping, and bias’.

- Self-Efficacy questions – should include questions regarding difficulty and persistence in completing a task, on top of the issues of boredom and disinterest. Persistence is correlated to self-efficacy.

Action Items

- Read qualitative questions and provide feedback.
- Follow up with Anne Leskinen regarding meeting with Title III Math Team.
- Set-up times with Jerry and Howard to have an Open Meeting.

Next Meeting:

Host	Math Faculty
Attendees	Title III Math Team
Date / Location	Wednesday, March 4, 2009, 11:30 a.m., PSME Conference Room