Dr. Connal called the meeting to order at 2:10 p.m.

1. Review and Approval of Minutes

   M/S/P  Ms. Sestini moved approval and Dr. Reece seconded the motion to approve the Minutes of November 6, 2007. The Minutes were approved as presented.

   M/S/P  Ms. Chomiak moved approval and Dr. Reece seconded the motion to approve the Minutes of November 20, 2007. The Minutes were approved with the following amendment to Page 2, C.4. The paragraph will read as follows:

   Ms. Sestini would like to see teaching strategies for lower level math courses developed. She has had to turn away faculty who want to come to these workshops. She noted that we need to include adjunct faculty as well as tenured faculty in this drive for flexible and varied programs and services.

2. Conference Reports and Article Share

   Dr. Connal distributed a Memorandum from the Chancellor's Office dated November 2, 2007, on BS-ESL Categorical Funding for information.

3. Review Main Discussion Points From November 6 and November 20 Meetings

   Dr. Connal asked that review of the main discussion points from previous meetings be postponed until a future date.
4. Basic Skills Funding and Committee Responsibility

Dr. Connal noted that basic skills funding in the form of a $300,000 grant is funding our mini-grants this year. The Chancellor’s Office has allocated another $300,000 to Cerritos College in basic skills monies for this year, but the funds are undistributed at this time. Dr. Connal stated that the 2007-08 allotment for basic skills is being held up by the governor until a final state budget is worked out. Cerritos College can expect about $350,000 each year from the Chancellor’s Office for basic skills funding. These funds will enable the college to do the activities based on our plan.

Ms. Parsons asked when the funds for 2006 through 2008 will be released and what will be the process to access them. Mr. Farmer has told Dr. Connal that the funds will be released once we have a working plan in place after May 2008. The members expressed concern about the mini-grants that are being done this year and how they will be shared and evaluated, and the role of this committee in that process.

M/S/P It was moved by Ms. Parsons and seconded by Ms. Sestini, that the remaining basic skills funds from 2005-06 be made available to this body and be directed by this body for 2007-08. The motion passed unanimously.

Dr. Connal distributed the ARCC 2008 Report on College Level Indicators. Ms. Codd questioned the percentage used in the report and asked that Dr. Durdella verify them.

Dr. Connal distributed a revised timeline for review.

5. Campus-Wide Assessment Meeting

Dr. Connal will send out the notice for the Friday, January 11, 2008, All Day Self-Assessment Activity. She shared the activity plan for the roundtable exercises. Each member has been assigned a standard to facilitate. The facilitator needs to keep the group moving during the activity and be sure it does not become a “gripe session.”

Dr. Reece questioned the validity of having the vice president’s host the second roundtable discussions. He felt that a trust issue with the management team to
accurately report the committee’s recommendations was in question. Ms. Parsons suggested that a “team” be formed with the vice presidents consisting of representatives from the Faculty Senate.

Dr. Connal is open to all suggestions that will help make the workshop successful. Dr. Follett would like each participant at the workshop to have a copy of the blue book, Basic Skills as a Foundation for Student Success in California Community Colleges.

Dr. Connal explained how the names of the invitees were arrived at. She asked the members to make personal invitations to their colleagues on the list. Dr. Connal distributed an instruction sheet for making voice mail messages to multiple extensions as an aide to inviting faculty to the workshop. Dr. Reece offered the services of the Faculty Senate secretary-clerk to help make phone calls.

6. Discussion of Effective Practices—Section D

D.1 Ms. Sestini and the members felt that the college is practicing the principles of learning theories in the classroom “some of the time, but not universally throughout the campus.” Mr. Swanson would like the English department to get together with other departments on campus to share information and broaden communication between disciplines.

D.2 The college would benefit greatly to have more communication between the Math and English departments. Our reading and writing centers need to grow. We need more evidence that our open labs are working well with both faculty and staff in ENGL 33. Ms. Codd noted that the evidence collected looks positive and that students react differently with faculty than they do with tutors.

D.3 We are an evidence based campus. Mr. Swanson commented that when students use the writing center they do get instruction, but when those same students work with a faculty member, research shows that they do 20% better because of the connection with the faculty. The biggest advantage of the writing center is that it is both supported by the institution and faculty.
D.4 Dr. Follett feels that we need to look at our culturally responsive teaching theories and practices as issues for curriculum and learning outcomes. We need to make it a part of the learning process. Ms. Chomiak stated that we need to change our pedagogical structure as faculty members.

The members felt that “ethnicity” is relevant and needs to be defined in this section.

D.5 Ms. Parsons noted that our Title 5 Grant provides opportunities for cooperative learning. We need to sustain these effective practices when grant funds are no longer available.

D.6 We do not have the total cooperation of the faculty yet in basic skills who employ a variety of instructional methods. There is a small group of faculty who are willing to share their instructional strategies.

The committee will meet again at 2 PM in LC-62 (FRRC), on Tuesday, December 4, 2007.

Ms. Quaas-Berryman adjourned the meeting at 3:25 p.m.