Ms. Quaas-Berryman called the meeting to order at 2:08 p.m.

1. Review and Approval of Minutes

M/S/P Dr. Reece moved approval and Dr. Follett seconded the motion to approve the Minutes of March 4, 2008. The Minutes were unanimously approved as presented with Ms. Sestini abstaining.

2. Conference Reports and Article Share

A. Ms. Parsons was a recent presenter along with Vince Tinto, Cathy Engstrum and Suzanne Ashe at the Student Services Conference on integrating student and academic services. It was a well attended event and lots of good discussion took place on learning communities. Mr. Soto found that integrating student services with education was very powerful. Mr. Farmer mentioned that we might host our own on-campus conference to let people know what we do here.

B. Dr. Connal, Ms. Parsons and Ms. Ana Torres-Bower established the first California State-wide Center for Learning Communities. They discussed basic skills and how it intersects with learning communities. The two-day workshop for professional development focused on faculty and counselors who interact with students. Dr. Connal noted that workshops will be held at Chaffey College on June 3 and 4 and at Los Angeles Southwest College, June 5 and 6.

C. Dr. Connal mentioned that a Great Teachers Seminar is being planned for adjunct faculty in August.
D. Mr. Swanson reported that the English Department has come up with a common handbook that presents examples of good writing. The publishers are giving us about 30 pages to use for our needs. Mr. Swanson would like to feature information from Student Services and Counseling that is germane to Cerritos College. This will reduce the cost for students who can buy just one handbook about the institution. Dr. Reece commented that Mr. Bettino would like to strip out some of the information from the class schedule and catalog and establish a handbook for our students that makes our schedule more of an advertisement piece for the college.

Mr. Farmer believes that we need to say the same thing in all messages to students that we publish. We need to work out the inconsistencies and pull together to create a useful document.

3. Funding Requests

M/S/P Dr. Follett moved approval and Ms. Parsons seconded the motion to approve $1000 for the Cerritos Summer Connections program in order to conduct a student survey. The motion passed unanimously with Dr. Durdella abstaining.

Dr. Reece would favor building something that achieves the goals of the survey as an internal document which can be used on an on-going basis. Since student self-select to take this assessment, Dr. Reece would like to suggest that a post-test be done at the end of the year. Mr. Farmer expressed concern that the questions are being skewed toward the high school student and whether it would be appropriate for adult learners.

4. Review Revisions to Planning Documents Based on General Faculty Meeting Feedback Forms

Dr. Connal and Ms. Quaas-Berryman distributed copies of the Proposed Plan for Operational Coordination of Developmental Education and the Proposed Plan for Faculty Development to Support Developmental Learners with the changes suggested from the previous meeting. These are the proposed documents that will be submitted to the Coordinating Committee on April 21.
Ms. Chomiak moved approval and Ms. Sestini seconded the motion to amend the Proposed Plan for Faculty Development to Support Developmental Learners and the Proposed Plan for Operational Coordination of Developmental Education as follows. The motion was approved unanimously.

The following changes were approved to the Proposed Plan for Faculty Development to Support Developmental Learners:

**Planned Action**

Develop online Teaching, Supporting and Learning social networking resource to conduct surveys, share proven effective practices and materials for developmental learners, post blogs, and host ongoing Q&A.

Develop and distribute monthly campus-wide update/newsletter regarding what's new with Developmental Education Initiative, including student learning outcomes and faculty development opportunities.

The faculty participants will contribute instructional and support materials, along with outcomes of related impact on learners, to an online resource and make presentations at General Faculty meetings and as part of the New Faculty Orientation.

An introduction to Teaching and Assessing Adult Developmental Learners modular course will be developed and offered through the Teacher TRAC Program on a regular, ongoing basis. Faculty will be allowed to earn Flex credit by completing the course. Consider the development of an online delivery method for the course.

Develop and pilot one or more inter-institutional FIGs to include our faculty with 9th-12th grade faculty looking at student work to assess skills and explore expectations.

Develop a recognition program to honor students, faculty, staff and programs best epitomizing the culture of inquiry, innovation and accomplishment in DE outcomes at Cerritos College. Honorees would subsequently be recognized as Honored Mentors for developmental learners, including students, faculty, and staff.
The following changes were approved to the Proposed Plan for Operational Coordination of Development Education:

Establish a well-coordinated, highly integrated, inclusive and effective program to support developmental learners in both preparing for and succeeding in college-level courses and programs.

**Planned Action**

Identify related program-level *Student* Learning Outcomes and assessment methods for the DE students.

Identify and grow evidence-based, proven *student centered* programs, from among currently existing programs, awarded BSI mini-grants, faculty-development FIGs, or models at other colleges.

Develop and pilot early alert function for Rosters+ and *student* intervention strategies.

5. Review Draft of Initial Developmental Education Coordination Structure

The job description for the Title 5 coordinator was used as a starting point to build the job description for the Developmental Education Coordinator. Mr. Farmer suggested that Human Resources look at any final draft before it is forwarded to Coordinating Committee for review.

Dr. Reece asked that the definition be expanded to include "Reports to the Vice President of Academic Affairs, consults with the Developmental Education Committee and attends Deans' meetings."

Mr. Farmer will be proposing a second level position that would coordinate basic skills, student learning outcomes, grants, Scholar's Honors and other programs that don't have a strong advocate. He is proposing that this position be funded with reassigned time.

6. Coordinating Committee

Dr. Connal and Ms. Quaas-Berryman invited the committee to be present at the Coordinating Committee at 1 PM on April 21, in the Boardroom, when our proposed plan will be presented for discussion.
7. Plan for End of the Year Celebration and Progress Reports From Mini-Grant Awardees, May 6, 2008

Dr. Connal will invite the mini-grant recipients to come to our next meeting on May 6 to discuss their grants. Refreshments will be served.

8. Items From the Floor

The committee will meet again at 2 PM in the Boardroom on Tuesday, May 6, 2008.

Dr. Connal adjourned the meeting at 4:10 p.m.

jag