College Committee on Developmental Education
Minutes
August 19, 2008

Members Present:
Sylvia Bello-Gardner (replacing Armando Soto who is on sabbatical)
M. L. Bettino
Renee De Long Chomiak
Geri Codd
Jan Connal
William Farmer
Mary Hunt (substituting for Kay Follett)
Ilia Mariani (replacing Dara Sajjadham for the semester)
Sue Parsons
Francie Quaas-Berryman
Bryan Reece
Martha Robles
Virginia Romero
Sally Sestini
Joanne Sugiyara-Cheetham

Members Absent:
Nathan Durdella
Bonnie Helberg
Jack Swanson

Guests:
Carolyn Chambers (SEM)
Don Garrett (DSPS)

Jan Connal called the meeting to order at 2:10.

1. Welcome Back and announcements
   Review of accomplishments to date:
   - Nine mini grant projects (either completed or underway)
   - Literature review
   - Campus-wide self assessment offering a venue for all groups on campus the opportunity to contribute
   - Campus presentations
   - Developed a plan with 2 five-year goals, including action items and expenditures
   - Two regional training events
   - Developed a job description and hired a Dev Ed Coordinator.

   Welcome to new and substituting committee members as well as guests

   We need representative from the confidential staff and associated students. Jan Connal will speak with leaders of these groups to invite representatives to participate.

   At the next meeting, be prepared to share what you learned at the Regional Training last June.

2. Approval of minutes: There are no minutes available at this time.
3. Review of Developmental Education Coordinator Duties, Committee Purpose, Function and Membership

- The job description of the Developmental Education Coordinator was reviewed.
- The purpose of the committee is to develop recommendations regarding developmental education as well as recommendations regarding skills, services, and activities that support developmental learning and student learning support centers. The committee also monitors trends and practices on issues within the committee's scope and communicates them to the college.
- Recommendations from the committee might go to the Developmental Education Coordinator or the Vice President of Academic Affairs.
- The committee reports twice a semester to the Coordinating Committee.
- We represent both individual areas as well as the campus at large. We are looking at developmental issues campus wide.
- There was discussion about the role of the Developmental Education Coordinator on the committee. The consensus of the committee was to separate the Coordinator position from a committee representative to avoid any appearance of conflict of interest.

Motion: M/S/P: The Developmental Education Coordinator shall not be a voting member of the shared governance College Committee on Developmental Education. Bryan Reese recommended that the motion be forwarded to the Coordinating Committee so this can be noted campus wide.

- There was discussion about the co-chair/chair situation. Francie Quaas-Berryman was one of the co-chairs, but is now the coordinator. It was the consensus of the committee to continue with a single chair, Jan Connal.

4. Chancellor's Office Notification about Basic Skills/ESL funding

- The first two allotments of funds must be spent by the end of the 2008-2009 academic year (June 2009). The third allotment of funds must be spent by June 2010.
- We must submit a plan for the fourth year allotment of funds by October 15, 2008. There is some question as to what the deadline is for spending the fourth year funds. The new plan will require the signature of the College President and the Faculty Senate President.
- We will use the data we collected in the previous assessment to develop the next phase of the plan.

5. Overview of Dev Ed 2008-09 budget developed to implement Dev Ed Plan

- The 2008-09 budget that was developed over the summer was reviewed. The budget accounts for the funds that must be spent by June 30, 2009.
- There are five staff positions in the budget:
  - Developmental Education Coordinator: Francie Quaas-Berryman (100% release time)
  - Developmental Education Program Assistant: Still to be hired (full-time classified)
  - Counselor: Still to be hired (100% - new, one-year position)
  - Assessment Specialist: Jan Connal (20% release time—will collect data relevant to the committee as well as serve as a resource for grant participants)
  - Online Network Specialist: Kimberly Rosenfeld (20% release time – will work on developing the faculty resource website).
Stipend Positions: Most of these are still to be staffed
  - Habits of Mind Campaign Coordinators: (2 @ $1000)
  - FIG Facilitators 6@ $1000
  - FIG Participants (35 @ $500)
  - Curriculum Developers for Teaching Methods Course (3 @ $1000)

Other
  - Supplies - $4,700
  - Printing - $2,500 (for newsletters, etc)
  - Conference - $15,000
  - Travel - $5,000 (this will fund the site visits to model programs)
  - Commercial Assessment Instrument - $1,000
  - Contracted Services - $25,000 (This would fund an outside specialist--perhaps Hunter Boylan or one of his associates--to evaluate our current developmental education “program,” or an architectural specialist to evaluate our learning center space.)
  - Development Expansion Awards - $60,000

The Developmental Education Coordinator will be responsible for oversight of the budget.

There was a recommendation to bring in Kenneth Gonzalez to work with Faculty. He was a speaker the regional training in June, and many committee members attended his workshop.

There was a recommendation to develop our own assessment tools. This is connected with the mini grant project that Nathan Durdella is currently working on.

6. Overview of Planned Dev Ed Initiatives and Committee Activities, 2008-09
   - The committee reviewed the timeline for committee tasks for the year.
     - Visit model programs (August/Sept)
     - Develop mission statement, goals, and objectives (Sept – Nov)
     - Review data about Dev Ed students (Sept-Oct)
     - Develop recommendations for priority changes (Sept-Nov)
     - Review plans for Habits of Mind Campaign (Jan-Feb)
     - Provide input for Dev Ed plan and budget for 2009-2010 (Sept/Oct)
     - Review and approve Dev Ed Student Learning Outcomes and assessment measures (March/April) (FIG Reports)
     - Review plans for informing the campus community about non-credit education (Nov and April)
     - Recommend funding for evidence-based, student centered programs to improve Dev Ed outcomes (Sept-Nov) ($60,000 mini grant funds)
     - Develop recommendations for early alert and student intervention strategies (Sept/Oct)
     - Develop recommendations for the Teaching, Support, and Learning Resource Network (Dec) (Kimberly Rosenfeld)
     - Develop five Dev Ed Inquiry Questions to be examined using the FIG model of inquiry (Sept)
     - Recommend a policy for distributing available Dev Ed conference funds (Aug/Sept)
     - Review the course outline(s) for the Introduction to Teaching and Assessing Adult Developmental Learners modules (April/May)
     - Review findings and recommendations developed by the Inter-institutional FIG (April/May)
Provide input for the Dev Ed Recognition Plan (Feb/March) (This recognition can include faculty or students, perhaps students who have completed the developmental sequence of classes in math or English)
 Participate in the formative evaluation of the Dev Ed program and professional development activities and accomplishments. (April/May)

7. **Discussion of site visits to model programs**
   Do we know of model programs we should visit?
   - Chaffey College Success Centers (Laura Hope?)
   - Grossmont College (Sue will get contact name)
   - Mt. Sac (Martha Robles)
   - Get information from Nathan Durdella re: the “most successful” peer colleges based on the ARCC data.

8. **Discussion about policy for distributing Dev Ed conference funds.**
   - We have set aside $15,000 for funding conference attendance. We will work through the committee to establish the criteria for distributing these funds. Once the criteria is established, the Dev Ed Coordinator will approve funding based on that criteria.
   - ML Bettino recommended we target conferences that specialize in developmental education needs and to send small groups of faculty who can then discuss the information gathered.
   - Renee De Long Chomiak recommended sending a group to the Student Success Conference in Anaheim.
   - Ilva Mariani recommended sending new faculty to the premier discipline specific conference
   - Bill Farmer recommended sponsoring the full cost of attending the conference, but only funding one experience for each person.
   - Bill Farmer recommended a requirement that the conference attendee must present a report to some group on campus.
   - Sue Parsons recommended that funds be available to send the Dev Ed Coordinator to relevant conferences.
   - Jan Connal recommended that we make it specific that just going to the conference isn’t enough. Attendees need to bring back what they learned to the campus. We need to create a template that will help faculty present this information on campus.
   - Sue Parsons recommended sending new faculty with at least one, more experienced faculty member.
   - It would be helpful to have a list of people who attend particular conferences each year in order to determine which might be good potential conferences for new faculty.
   - Geri Codd raised the concern that the funds be available to all faculty on campus, not just those involved in reading, math, and English.
   - Sally Sestini raised the question as to whether part-time faculty could apply for these funds. The consensus of the committee was to keep the funds open for part-time faculty.

The next meeting will be September 2 at 2:00 in the Faculty Resource Room in the Library.
Jan Connal adjourned the meeting at 3:35.