The meeting was called to order at 2:03 p.m.

Also in attendance- Lydia Alvarez and Graciela Vasquez

Erin Cole moved to approve the minutes for October 6, 2015 with the amendment made by Angie Conley. Yays-14 Nays-0 Abstention-1

1.0 Embedded Tutor Pilot

Shawna Basket gave an update of the embedded tutor pilot and mentioned that there is a scheduled training date and that embedded tutoring for faculty will be utilized starting December 3rd from 11:00am-12:30pm and the tutoring for the embedded tutors will take place the next day on December 4th. A kick off meeting will be held on January 12 at 11:00am. Shawna also notified everyone that the content of the training so far is going to be past practices and break outs for each of the divisions. For each embedded section there has been structured study times identified for them. After each class there will be a time set aside for them in the success center in room 173 where students can have study sessions with the embedded tutor for group tutoring. There will also be a makeup study session for students who can't attend the tutoring after class and there will be a survey
conduct to figure out when would be best for students to have study sessions. The tutors have the responsibility to collaborate with the instructor to encourage students to attend the tutoring sessions. Frank Mixson clarified that the embedded tutoring isn't mandatory for everyone and if an instructor was interested in obtaining embedded tutoring then they will have to contact Shawna Basket and Lance Kayser to get the embedded tutoring for their class.

### 2.0 Adult Education Consortium – Graciela Vasquez

Graciela Vasquez informed that every adult school and college in the state is now required to be part of a Regional Consortium. Our consortium is called Partnership for Adult Academic and Career Education. Those that are included in our consortium are ABC, Bellflower, Downey, Norwalk, and La Mirada adult schools. The adult program in this area is relatively small and combined we serve about 70,000 students and adults. Vasquez announced that is has been projected that 2,700 that will be coming to Cerritos for the adult programs. Vasquez also described the seven program areas of the Adult Education program, objectives, performance outcomes, student numbers at each local adult school, and things to consider.

### 3.0 Multiple Measures within Completion Project

Frank Mixson announced that he attended a conference with Andrew Kretz and the presentation was impressive and interesting. Mixson mentioned that the speaker from the conference will be glad to come to Cerritos College to speak to faculty because it is a very positive message and what he got out of his speech was that maybe it isn't that the students are underprepared but that at times they are under challenged.

### 4.0 Acceleration Teams

Frank Mixson reported that the English department is making progress in regards to the English 100+1 course and the course outline is almost done. Mixson explained how the supplemental course will be available for the students who are in need of the course. Lynn and Nicky put together some workshops for faculty to participate in the accelerated English course. The same thing will be done for the Math department and maybe Reading as well.

### 5.0 Update Grant Proposal

Deb Moore is going to help Frank build a grade book to help keep track of student tracking and will assemble a team to help create the program. The syllabi alignment is all finished for both the Math and English department and now the next step will be to schedule the instructional sections. The action plans are currently going to be worked on and Mixson will meet with Lumen on November 13 to talk about My Open Math Lab.

Meeting was adjourned at 3:13PM