The meeting was called to order at 2:05 p.m.

Also in attendance- David Fabish
Jack Swanson will be replacing retired faculty member, Linda Palumbo.

1.0 The minutes of the November 17 and December 1, meeting were approved.

2.0 Adult Education Consortium Pathways Ad Hoc Committee

The Ad Hoc Committee toured the ABC Adult School and Excelsior facilities to identify potential classroom space for pathway basic skills courses to be offered by Cerritos. It was noted that Excelsior has plenty of classrooms available between 1-5 p.m., but also noted, rooms will not hold the average 30-40 student size classes. Computer labs are new and appear to be equivalent to the Cerritos campus labs. Excelsior is a, 50 plus year old, former high school but committee members who toured the facility indicated that rooms are acceptable and parking adequate. The Director was very welcoming and eager to work with the college. It was noted that there are no elevators for accessibility on the 2nd floor of buildings. The ABC Adult School is a newer facility with many computer rooms and didn’t appear to have as many classrooms as Excelsior. Frank will check back with ABC to find out
how many classrooms are available, the times of availability and if there are rooms to hold 30, 35, 40 students. The committee will be touring the Downey facility as well.

Excelsior is indicating that they have 200 students ready to assess in February. Assessment test results will dictate the courses offered. Frank is recommending one section per course—English 52 or 152, Math 60 for the pilot. Bonnie Helberg would like one section of Reading 54 offered. There was discussion on whether the pilot could begin the 2nd nine-week session of spring or wait until fall. Martha Robles will find out how many of the 200 students are available between 2-5 p.m., if the pilot was to begin the spring.

3.0 Embedded Tutor Pilot
Shawna Baskette informed the committee that 13 sections with embedded tutors are in place. The kick-off meeting with faculty and tutors was held on January 12, for planning and strategizing how tutors will be used in the classroom. Structured study sessions for all students are scheduled and ready to go. Patty George will check in with faculty and tutors in March. Research and Planning will be conducting phone call surveys to students, and focus groups will be taking place in May.

4.0 BSI Funding
Frank announced that the state will be increasing the funding for BSI.

5.0 BSI Completion RFA
Frank discussed and gave a brief update on the grant and timeline for submission.

6.0 Other
Frank is working with Lumen Learning to develop and provide English OER for the Enhancement Center. A demo is scheduled for January 28 & 29. Frank will send out an email invitation to attend the demo.

Meeting was adjourned at 3:09 p.m.