



Minutes
Date: January 25th, 2017 **Time: 2:00 to 3:30 p.m.**
Rm. 4402

Tri-Chairs:

Maureen McCarthy Teresa Zwack Lori Silverman

Members:

| | | |
|----------------|--------------|---------------------|
| Kerry Bahadur | Matthew Low | San Lu |
| Valerie Fong | Katie Ha | Voltaire Villanueva |
| Allison Herman | Elaine Kuo | Eric Reed |
| Sam White | Tilly Wu | Sarah Munoz |
| Justin Schultz | Susie Huerta | |
| Jiin Liang | Angel Tzeng | |

Ex-Officio:

Andrew Lamanque

Agenda:

| Time | Topic | Discussion |
|----------------|---|--------------------|
| 2:00 – 2:10 PM | Review and Approve Minutes | |
| 2:10 – 2:25 PM | ESL department retreat funding request | Tri Chairs/members |
| 2:25 – 2:45 PM | Math Summer Bridge Brochure | Tri Chairs/members |
| 2:45 – 3:20 PM | Job descriptions for the Director, Equity Programs and the non-instructional faculty professional development coordinator | Elaine Kuo |
| 3:20 – 3:30 PM | Questions/Concerns/Announcements | |

Present: Kerry Bahadur, Eric Reed, Teresa Zwack, Lori Silverman, Maureen McCarthy, Matthew Low, Tilly Wu, Allison Hermon, Katie Ha, Valerie Fong, Angel Tzeng, Elaine Kuo

Topics:

1. The minutes from the November 30th meeting were approved.
2. The ESL department retreat funding request was approved. Their schedule of topics looks ambitious and a joint retreat for ESL and the English department in the future might be desirable.
3. The following changes will be made to the Summer Bridge Math Brochure: remove deadline, change dates, picture on front with smiling faces, emphasis book vouchers. Teresa will check with testing to make sure proctors will be available on the last day of both sessions and will check the contact information for students with disabilities.

(All agendas and minutes will be archived online through the President’s Office.)

4. The college is currently engaging in discussion about the direction of the Director, Equity Programs position. The interim Director, Equity Programs is reaching to the various stakeholders to determine the direction of how this position might be situated organizationally and what responsibilities might be attached—given the pressing demand to integrate and fulfill the tasks identified by the Student Equity Plan (SEP). Preliminary conversations with President Nguyen suggest that she is exploring the possibility of reclassifying the position at the AVP level, and the expansion of responsibilities could include more institutional level duties, such as coordinating and managing program review and/or accreditation. Note that this exploration is just beginning and there are no immediate plans to change the Director's current responsibilities. The college stakeholders will have an opportunity to engage with the President for further conversation later in the quarter. Discussion among group members focused on the strengths and challenges with changing the Director's job title and duties. Some are concerned that this may delay the implementation of the SEP as support staff may need to be established before the SEP initiatives could be accomplished. Additionally, once the direction for the Director position is identified, the non-instructional faculty professional development position's (also identified in the SEP) duties will also be clarified. Both are categorical positions funded out of the college's equity fund allocation.
5. The state has asked for the BSI, 3SP and SEP to be integrated into one document, and this one plan will be due sometime in Fall 2017. The template for this plan is to be released in February. This directive should facilitate alignment and integration of the BSI, 3SP and Equity plans, making the writing of the one report due to the state easier. The Student Success Collaborative, which includes the BSW tri-chairs, are working on this planning effort this year, along with the tri-chairs of the 3SP Advisory Council and the Student Equity Workgroup. This group meets monthly. The budgets for these three groups would remain separate.
6. The college is beginning discussion about the possibility of establishing a Learning Communities coordinator position, which would be funded with Equity and 3SP dollars. It was noted that we need a better definition of learning communities and to explore how learning communities and pathways could work together and support each other. Curriculum focused learning communities should be considered in addition to the retention focus learning communities we currently have. Curriculum focused learning communities might help with any retention challenges. It was noted that many students starting in community college have not yet determined their goals and need to explore many areas of study their first year. The group noted that this new position could facilitate some of the coordination and organizational components that come with managing learning communities.
7. Funding for all embedded tutoring will be moved to Equity this year and the Math My Way TA's will be funded by Basic Skills. This will reduce the amount of money spent from the Basic Skills budget.

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8. It was proposed that the groups on campus meet based on project and not by funding source. There seems to be a lot of overlap between the groups now meeting. It was noted that the small size of the BSW makes it a very functional group and that we would not want to lose that.

Next Meeting: February 22nd, 2 – 3:30 pm