

COLLEGE SUCCESS SKILLS TASK FORCE

Thursday November 6, 2008

BONH 330

2:00 – 3:00 pm

Attendees: Jennifer Brezina (Community Education), Susan Crowther (MESA), Fred D'Astoli (English), John Garcia (English), Collette Gibson (Math), Audrey Green (Program Development), Lee Hilliard (Computer Networking), Adam Kempler (English), Kevin Kistler (Academic Affairs), Michael McMahan (Humanities), Mojdeh Mahn (TLC), Ram Manvi (Math, Science, Engineering), Chelley Maple (Matriculation), Daylene Meuschke (Institutional Development), Denée Pescarmona (English), Mary Petersen (English), Russell Richardson (Political Science), Debbie Rio (Student Services)

I. Request for Funds Form (Finalize)

The request for funds forms was reviewed and any last suggestions or revisions were asked for from the group. The task force decided to add two signature lines, one for the requestor and one for the department chair or supervisor. The task force also decided to remove the question mark after "Total amount of funds requested and detailed budget" in the Amount & Budget section of the form. Both the blank request for funds form and the forms submitted for approval will be posted on the College Success Skills Website. The blank request for funds form will be posted in both Word & pdf formats on the website. Completed requests for funds will be reviewed by Audrey Green, Denée Pescarmona, Leslie Carr, Fred D'Astoli, and Susan Crowther.

II. February 2nd Symposium

Denée Pescarmona updated the task force on the progress of the February 2nd Basic Skills Symposium. Denée informed the group that she has been receiving presentations in response to the Call for Presentations flyer that was sent out electronically and hard copies that were placed in faculty, staff, and administrator campus mailboxes. Denée also spoke about selecting a keynote speaker for the symposium as soon as we can so the speaker will be able to make arrangements to be here on February 2nd. A tentative deadline of December 1st was set to select a keynote speaker. Audrey Green, Denée Pescarmona, Jennifer Brezina, and Chelley Maple will make the final decision on the keynote speaker.

III. Survey Analysis

The Basic Skills Initiative – Training Needs Survey results have been received and compiled. Both full-time and adjunct faculty members received the same survey. Full time faculty members were sent an online survey and we received 64 completed surveys back from the full time faculty. The response summary from the online survey was passed out to the task force to review and it is also attached to these minutes.

Adjunct faculty received a hard copy of the survey in their campus mailboxes and we received a total of 51 responses from credit adjunct instructors and 17 from non-credit adjunct instructors. Daylene Meuschke passed out a summary of the adjunct responses to the survey. The task force noticed the biggest difference between the full-time and adjunct faculty responses was their level of experience working with basic skills learners in the classroom (Question #2) and professional development focused on student success (Question #3). A formal analysis of both responses will be compiled on one document to provide comparison.

IV. Travel Reports

A new board policy requires anyone attending professional development conferences, meetings, etc, to submit a report to the Professional Development office explaining what they learned and how they intend to use it back at College of the Canyons. A draft of a form was handed out to the task force for anyone using basic skills money to attend professional development activities to use for their reporting. Audrey Green asked the task force to send any suggestions for this form to her by email or to bring any revisions to the next meeting.

V. Group Reports

Jennifer Brezina gave an update of the non-credit computer lab her group is working on. Jim Temple and Dena Maloney may join the group to help with the computer lab, Jim would be able to help with the technical side of creating the computer lab and Dena would be able to help with facilities since the computer lab will be located on the Canyon Country Campus. Member of this group intend to visit Oxnard College and Rancho Santiago which both have similar computer labs as to what they are trying to create.

VI. Next Meeting

Audrey Green proposed to skip the next College Success Skills meeting that is scheduled for November 20th to allow the subgroups time to meet and work on their group objectives. The task force felt this was a good idea and agreed to skip the November 20th meeting. Bonelli 330 will still be reserved on November 20th from 2:00 pm – 3:00 pm if any of the subgroups need a place to meet.

VII. Next Meeting:

The next meeting will be held on December 4th in BONH 330 from 2:00 pm – 3:00 pm.