

AWE Steering Committee

Agenda/Meeting Minutes

Meeting Date: January 18, 2008 in the Cellar

Attendees: Adrienne Webster, Meryl Soto, Kathy Schultz, Brian Greene, Susan Mederios, Elissa Creighton, Craig Johnston, Lynn Martin, Alex Campbell, Brian DeMoss, Doralyn Foletti, Gary Mendenhall, Karin Rodts, Dennis Gervin, Mike Torok, Cindy Vlahov

Not in attendance – off at a conference: Anne Cavagnaro, Melissa Colon, Casey Bonavia

Focus for the AWE Steering Committee is the “Big Picture” and facilitating the AWE processes; where as the FIG leaders run the individual strand’s activities.

1. Budgets by Committee

All participants should review their needs and the dollars identified on the budget sheets. If there are additional needs, identify them now and prioritization will (may) be needed. The items identified as of now will be funded by the Basic Skills budget.

2. Strand/FIG Updates

a. Instructional Practices – Meryl

The Spring Review task is under way and as of now covers Art and English departments with other departments to come later in the project.

The 1st Semester Experience project is targeted for Fall 2008 with the next FIG meeting being held 1/25/08

Action: Copy of last minutes to be distributed to Steering Committee by Cindy

b. Staff Development – Gary & Dennis

The tasks listed have been accomplished.

c. Visibility – Melissa (Kathy updated the focus)

The focus is to keep the progress of the FIGs visible to all.

d. Administrative Support – Alex, Gary, & Dennis

Purpose is to make the red tape as minimal as possible according to Dennis.

Alex is available for assistance with any data collection needs. *Invite her to any meeting where this will be discussed.*

Examples of data collection needs are Basic Skills courses per Dennis and tracking the cohorts in the 1st Semester Experience.

- e. Support Services – Susan, Lynn, Adrienne
Early Alert Notices have been sent to all faculty – hard copy per Susan. The automated system is under work.
Action: Alex's input on data collection needs and possibilities to work with Susan.

Matriculation - Lynn

Matriculation is an integral part of the student's life at Columbia College. It can be overwhelming ! The team is working on ways to split the information into smaller bites or provide through means other than one on one contact. (i.e. online orientation for a portion of students)

Desired goal is to start this semester but limited human resources will not make it possible.

ESL - Mike

ESL is a renewed program at Columbia College headed by Vonna .

Action: Adrienne to work with Vonna on tasks, timing, etc.

Action: Mike to work with Vonna on budget needs that may need approval by the Steering committee. Mike to send to Gary these requirements.

X-Reg - Lynn

X-Reg will occur again this year on Sat, August 9th

It would be great to have faculty participation to showcase their courses and departments in the Rotunda or with some type of tours.

It would be great to determine the results of X-Reg by tracking the students who did go through X-Reg or will go through X-Reg.

Action: Alex to determine whether or not this data collection activity is possible (using registration date?)

Action: Gary to contact a number of Voc Ed division faculty to see if interest in meeting with Doralyn and Lynn to discuss participation. Schedule a meeting.

Summer student support services were added to this strand by Adrienne. Tasks are to be defined and added to the strand.

Action: Adrienne to provide data to update document.

3. Other:

Kathy spoke about measurement needs as a way to integrate FIG activities with the campus wide SLOs. It was suggested that each FIG should look to the campus wide SLOs and make a connection.

Budget needs over the near future brought up due to the current realities with the State budget crisis.

Gary mentioned the need to create/assist with the report on Basic Skills. More information may be needed from the team to present a correct picture for the report. The report creation will be starting now with Dennis, Gary, and Adrienne working with Alex's help. (Alex volunteered!!)

We will begin the next phase of planning soon by revisiting our AWE Action Plan and priorities to determine which tasks have been completed and which new tasks we will undertake during the summer sessions.

4. Next meeting : February 22, 2008 from 9:00 – 10:30 AM in the Cellar with refreshments served