

# ANE Steering Committee

## Agenda/Meeting Minutes

Meeting Date: February 22, 2008 in the Manzanita 2

Attendees: Adrienne Webster, Meryl Soto, Kathy Schultz, Brian Greene, Susan Mederios, Elissa Creighton, Craig Johnston, Doralyn Foletti, Gary Mendenhall, Dennis Gervin, Casey Bonavia, Susan Vegter-Slape , Anne Cavagnaro, Melissa Colon, Cindy Vlahov

Not in attendance – Lynn Martin, Alex Campbell, Brian DeMoss, Karin Rodts, Mike Torok

1. MAC in Miami report : Melissa
  - a. Great video presentation of the Math Across the Curriculum Conference shown.
2. Strand/FIG visual : Adrienne
  - a. A handout with all Strands and FIGs defined was provided to all present. If you need a copy – let Cindy Vlahov know.
3. FIG reports:
  - a. First Year Experience/Reading Apprenticeship/Spring Review – Meryl
    - i. The Spring Review is at the printers now. Additional material is being collected for the next publication. A reading event will be held at the library the end of March sponsored by Meryl and Brian.
    - ii. Reading Apprenticeship is a great tool used by many schools that model reading materials for students by content area. The class for instructors is underway and has been well received.
    - iii. The 1<sup>st</sup> Semester Experience project is targeted for Fall 2008. The FIG is now working on details for promotion of the program.
  - b. Early Alert – Susan
    - i. Progress is being made and will use the Distance Training software recommended by MJC.
  - c. ESL – Vonna

- i. The program is growing by word of mouth. There are 2 beginning ESL classes in Summer and plans to move the Advanced class to evenings in the Fall. The need for funds for textbooks has been identified – possible funding sources are being explored.
    - d. Summer Support Services – Brian
      - i. Proposals have been submitted by the Library, AAC, and Math Lab with others to come. Next step is to combine and make proposal for Fund 11 dollars to provide services in the summer at the March 7<sup>th</sup> meeting.
    - e. Visibility – Melissa
      - i. A hand out on Ides for Publicizing an AWE Event was distributed  
**ACTION: Doralyn and Melissa to meet and make changes.**
      - ii. The First Year Experience will have a WEB CT enhancement shell available. The Spring Review web page is in process.
    - f. Administrative Support – Dennis
      - i. A brief discussion on the ARCC Report was presented by Dennis, the two focal points of the report this year are Basic Skills and ESL. Ways to start tracking our process were brought to the attention of the team.
    - g. Online Orientation/X-Reg – Lynn
      - i. Deferred to next meeting as Lynn was not in attendance.
      - ii. X-Reg will occur again this year on Sat, August 9<sup>th</sup>
- 4. Overview of Planning Process - Adrienne
  - i. The planning process was reviewed.
- 5. Activities for Summer (July and August) and Fall 2008
  - i. Break out session
    - Packet were distributed to each strand lead that included: Activity planning work sheets, Action plan by strand, and Current Activity Plan Groups revisited the AWE Action Plan and priorities to determine which

tasks have been completed and which new tasks we will undertake during summer and fall.

**ACTION: Prioritize activities at March meeting**

Next meeting: March 7, 2008 from 9:00 – 10:30 AM in the Cellar with refreshments served