

# **AWE Steering Committee**

## **Minutes**

**September 19, 2008**

9:00 to 10:30 Cellar

Attendees: Adrienne Webster, Melissa Colon, Meryl Soto, Lynn Martin, Brian DeMoss, Mike Torok, Craig Johnston, Susan Medeiros, Dennis Gervin, Anne Cavagnaro, Karin Rodts, Alex Campbell, Gary Mendenhall, Kathy Schultz, Lisa Marik, Brian Greene, Jeri Perez (recorder)

- **FIG Updates:**

1. **Melissa: Visibility-** Working on the AWE Newsletter. Visited the First Year Experience and took photos. She will be gathering photos and information from the different FIGS to add to the website.
2. **Lynn: X-Reg-**The event went well. The actual numbers will be coming in soon. They will meet to debrief on how to make it even better next year.
3. **Lynn: Online Orientation-** Brian DeMoss is the co-partner on this endeavor. The students will read a question and then answer it on the computer. If they answer incorrectly they will be directed to the correct area as needed. Working on positive attendance.
4. **Susan: Early Alert-**The system is now operational with a big thanks to Brian DeMoss for all of his assistance. Faculty have been giving positive feedback. Will be sending out an instructional email.
5. **Brian: Summer Support Services-**The Library was open during the summer. Will resubmit an updated proposal for funds to have the Library, AAC, and the Math lab open during the summer.
6. **Meryl: First Year Experience-**All students who enrolled into the program are still here. The group seems to be very cohesive. The instructors would like to be provided with funding support in order to meet on a regular basis for support. The planning for classes next semester has been completed.

7. **Meryl: Spring Review-** In progress. February is the deadline for the reading event. There will be a few challenges as Meryl will be on Sabbatical next semester. She has a student editor assisting her on publication.
8. **Vonna: ESL-** There are 7 classes going this semester. 2 classes in Mark Twain, 2 in Summerville, 1 in Sonora and 2 in Jamestown for a total of 72 students. There are two levels at all places except Sonora. There is a need for specific copier codes for ESL. Vonna identified a strong need for childcare at the Mark Twain site. Currently the instructor is paying for the childcare out of her own pocket. Most of the children are older than 5 and do not fall under the special funding monies. She is also looking at possibly offering courses in Valley Springs. It is very important to find stable and consistent teachers.
9. **Alex: Data Collection-** Working on the data that Meryl and Lisa turned in for English and would like to meet with Math and Health.
10. **Kathy: SLO-**(Adrienne reported out) The Basic Skills SLOs were developed at the vocational faculty's Instructional Skills Workshop. Kathy will be posting the information on the SLO website when they are cleaned up.

- **Overview of Planning Process/Budget Update-Adrienne**

1. Need to develop a foundation and a transparent and collegial plan.
2. Need to identify activities and budget needs
3. Dennis and the Deans are looking at funding sources.
4. There are some Basic Skills funds available this year from last year's funding. Will take a look at the funds once all of this year's plans are in place. Plan on this Spring having things more planned out.

Kathy Schultz arrives

- **Strands Review and Update Plans for 08/09**

1. Adrienne handed out planning and budget forms and asked everyone to break up into their Strands.
2. New FIG initiatives need to be in by October 10, 2008 for the Fall/Spring 08/09 year.
3. Priorities and master budget worksheet had to be turned in before the end of the meeting.
4. Each FIG to look at current task and develop a budget. Turn into Adrienne and Gary by 10/10/08 so that it can be put together and brought to the group to look at for a consensus. The budget is for the 08/09 school year.

- **Budget Approvals**

1. The following items were brought to the committee for immediate approval of funding due to immediate needs.
  - a. FIG: ESL  
Childcare  
\$1,350 (Committee would like for Vonna to check and see how much money the instructor has paid out in childcare so far and to possibly look at reimbursing her).
  - b. FIG: First Experience  
Faculty Coordination Stipend  
1 hour x 16 weeks x 4 faculty (Average of \$60 an hour per instructor).
  - c. Fig: Instructional Practices/Staff Development/Admin Support  
Bass Lake Conference  
5x \$120 x 2 nights plus mileage  
Meryl, Anne, Craig, Lynn and Adrienne to participate and present.
  - d. FIG: First Experience  
SI Tutor for First Experience  
Fall Semester  
\$892.00

**ACTION: All items were approved as presented  
Meryl/Craig/Unanimous**

Meeting adjourned at 10:25  
Submitted by Jeri Perez