

# AWE Committee

## *AWE Steering Committee*

### *Minutes*

11/21/08

9:00 to 10:30 Cellar

Attendees: Don Low, Adrienne Webster, Vonna Breeze-Martin, Dennis Gervin, Brian DeMoss, Ida Ponder, Melissa Colon, Lynn Martin, Meryl Soto, Doralyn Foletti, Gary Mendenhall, Alex Campbell, Craig Johnston, Kathy Schultz, Annie Cavagnaro, Mike Torok, Alicia Kolstad, Cindy DuLany, Lisa Marik, Tom McDonnell, Cody Ann Baker, Danielle Pellini, Emily Valentine

1. Introductions- were done by all attending the meeting.
2. More budget/action plan stuff! - Adrienne
  - Budget/action plan- was distributed to all in attendance. The budget is for the 2008.2009 year. If there are any questions on the budget amounts bring the questions to Adrienne.
  - Process for budget adjustments after approval – To adjust budgeted amounts (for instance to spend more money on supplies and less on a student worker) work with Adrienne who can assist you in making minor changes. If the amount is significant, the Steering Committee may need to be included in the decision. If you need additional funds it will have to be approved by the Steering Committee. Some funds can only be spent on particular items.

Current process to use is:

  - Faculty works with their Dean's office ↗
  - Send item to Gary to identify costs with budget item ↗
  - Take the document to Lanai for account number to be assigned ↗
  - Return the documents to your Dean's office for processing

The Steering Committee will receive a report of all expenditures and budget amounts remaining in January (first 2 quarters), April (3<sup>rd</sup> quarter), and September (final for 08/09 fiscal year).

**ACTION:** Dennis will work on establishing a process to be sure that the person requesting the expenditure is notified when the approval process is completed.

  - Planning calendar for future years – Adrienne distributed a one page calendar detailing the time lines.

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Question on timing for proposing a FIG? FIGS can be started anytime but ideally the Steering Committee would like to see the proposal in February to enable the FIG to have funding identified, if needed. Contact your Dean anytime, email is an acceptable contact method. Tag a friend and get started.

## 3. Central Region Consortium/ Bass Lake Report- Core Committee

The overall report from the Core Committee was wonderful, great way to pass on information and the AWE information packet prepared was very well received. It was brought up that many of the faculty present had no idea where their Basic Skills funding was spent or even how much was available. If you are going to meetings and/or conferences and can share information about AWE contact Adrienne and we can put together packets for you. Short PowerPoint is also available.

## 4. FIG reports:

**Craig: AAC** – AAC is working great, working to get tutors in Voc Ed classes. Happy that some faculty members are holding office hours in AAC- it seems to help students quite a bit. Investigating the possibility of having Basic Skills classes in the AAC.

**Meryl: First Year Experience/Spring Review** – Very positive results so far, started with 22 students; still have 19 students. Students have expressed positive feedback in this positive format. There will be a presentation with hospitality on December 11<sup>th</sup> from 1-2:30PM. Invitations have been sent out – please RSVP.

Spring Review is coming together with a broader cross section of student entries that include some Math papers and Spanish stories

**Vonna: ESL** – Doing very well, she had met with the adjuncts teaching. The students need workbooks and she will be working with some service clubs for possible donations. The next semester classes are being advertised on flyers with a very large distribution. Mike thanked Vonna who translated the student survey for faculty evaluations into Spanish.

**Brian: Summer Support** – This FIG report will happen at the next meeting.

**Melissa: Visibility/Basic Skills in DE-** The AWE website was updated and is now the home of the AWE newsletter. A FYE video was produced. Distance Education is a new FIG. She will be working on how to embed Basic Skills into all online classes. One possibility is that every online student will be enrolled in an AAC Blackboard class maybe called “AAC Connection” to provide online skills support.

**Adrienne: Staff Development** – Adrienne is working to make Staff Development more visible. A request for more partners for the FIG was issued.

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Alex: Data Collection – Working on FYE pretest scoring with control sections from other areas. The Post test is being distributed. She did do one FYE exit interview and hopes to participate in more, if desired by team.

Action: Alex will be contacting the English, Math, and HHP instructors to review data needs.

Kathy: SLO – Distributed SLO examples for Basic Skills. If any FIG wants assistance call any of the mentors and they will be more than willing to assist.

Lynn: Online Orientation – Kick-off will be in Fall 2009, not sooner as originally planned. Early Alert is helping the counselors very much as it provides feedback on the students success that isn't always shared by the student.

Other: Student Email –Isn't always working for students. It was mentioned that workshops could be started at orientation, at X-Reg, or in the AAC to assist students.

## 5. Spring meeting dates:

1/30/09

2/27/09

4/3/09

5/1/09

All meetings will be from 9:00-10:30 in the Cellar.

Next meeting: December 12<sup>th</sup> at 9:00-10:30 in the Cellar

Submitted by: Cindy DuLany