

## Development Education Committee

### Meeting Minutes

September 5, 2019 • 2:30-4:30pm • Math Conference Room

Attendees: Concha Gomez, Kristina Gomez, Rosa Armendariz, Khrystyn Pamintuan, Katrina Keating, Heidi Goen-Salter, Katy Agnost, Ian Thomas-Bignami, David Hagerty, Asa Scherer

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1. Approval of 5/19/19 Minutes
  - a. Approved
  - b. Proposals that were approved in concept at last meeting follow up
    - i. All projects have been followed up and budgets have been updated. Concepts were not altered. Dev Ed budget will reflect these.
2. Report on Committee Overview Document for 2018-2019
  - a. Review of Past Proposal and Budget Updates
3. 2019-2020 Meeting Schedule
  - a. Remove joint meetings
4. Discussion of Dev Ed Committee College Structure, Role, and Goals
  - a. Review and Revision of Committee Membership and Charge
5. English Department Communities of Practice (COP) Proposal
  - a. For people teaching 122 plus co-req, 122 without coreq, ESL 122 and ESL 122 plus coreq
  - b. Groups will decide when to meet to share best practices, discuss how it is going, brainstorm ideas, troubleshoot, and share activities.
    - i. Some meet weekly, some bi weekly.
  - c. Asking for 4 extra hours for facilitators that are taking notes, collecting time cards
    - i. Edits in proposal:  $\$240 \times 7 = \$1,680$ , Total =  $\$37,500$
  - d. We are investing in this initial phase of implementation. Paying for participation may not be sustainable.
    - i. Get feedback from participants and facilitators about if COP are a good technique and we want to keep it going, how do we build it into our professional development plan for the following year?
    - ii. We should continue to figure out how to find funding for part-time instructors
  - e. CAP has great resources for COP on how to conduct meetings and what to put on agendas. This can fall on English AB705 coordinators.
  - f. Facilitators should ensure best practices are coming through.
  - g. Spring semester can be made up of continuing instructors and new instructors coming on.
  - h. Heidi, Ian and Rosa can sit to discuss second semester in how we can incentivize Spring 2020 in a different way. Adjust proposal to include second semester, adjust budget and come back to group to report out. We are committing to funding for the year with looking at options of how year 2 can be incentivized.
2. English Department Faculty Clinics Proposal
  - a. Similar to College Success Workshops (CSW), geared towards English classes.
  - b. Faculty-led clinic covering support topics for English 122. Two will be offered a month.
  - c. Survey colleagues of what is needed and timeslots
  - d. Incentivize target students that need the support

- e. Market in COUNS 120 because there are often students that need extra success skills
  - f. Remove “could be a consequence for plagiarism”
3. English Department On-Call Tutoring Proposal
- a. Request on-call tutor through AB705 coordinators
  - b. Priority to classes with no SI leaders
    - i. 122+120 or 122
  - c. Work with the ASC about marketing
  - d. Multiple touch points with tutors who work in another departments
  - e. Report back to plan for Spring
4. Dev Ed Committee Structure, Role and Goals & Committee Overview Document for 2018-2019
- a. Document was submitted to Becky and Academic Senate
  - b. Committee was structured and charged around developmental education classes, which no longer exist as distinct levels in the curriculum.
    - i. Needs have not disappeared. The ways to deliver support has changed.
  - c. Notes on Charge
    - i. Guiding Principle: *DVC is not in a Post-Dev Ed world. We still need to find the target students to support.*
    - ii. Current Activities that Should be Sustained/Developed
      - 1. Provide support for:
        - a. Professional Development focused on pedagogy
        - b. Student curricular support inside and outside the classroom
        - c. Communication and Collaboration between areas and departments (e.g. RWAC, Flex, Institutes)
    - iii. Areas to Improve/Grow
      - 1. Need to broaden Dev Ed support within departments beyond Math and English (i.e. pedagogical support)
      - 2. Need to effectively bring a Dev Ed voice to Guided Pathways
      - 3. Need to develop/support a holistic approach to supporting students who do not pass courses under AB 705 placement. Develop mechanism/process to retain students and support/guide repeating students (e.g. starfish, retention specialists, etc.)
  - d. Craft document to share at next meeting with existing Charge & Function. Identify areas where we want to update.
5. Budget Update
- a. Carry over from last year is \$396,365
  - b. Projected allocation based on last year’s allocation is \$508,000. This year’s allocation will be given in one lump sum to SEAP and will be dispersed to 3 funding pots (Equity, Dev Ed, 3SP). Projected budget \$605,250, after estimating what we are going to spend. There is still a line item for research. Some funds can roll over into next year.
  - c. Follow up:
    - i. LC advising project – continuing?
      - 1. Ian will follow up with Dorian on projected budget.
    - ii. Umoja Think Tank
      - 1. Ian will follow up with Heidi and Yvonne.