

Attending:

<input checked="" type="checkbox"/> Terri Long (Co-Chair)	<input checked="" type="checkbox"/> Pat Bower	<input checked="" type="checkbox"/> Margie Whalen	<input checked="" type="checkbox"/> Matthew Munro	<input type="checkbox"/> Tamra Horton
<input checked="" type="checkbox"/> Madelyn Arballo	<input checked="" type="checkbox"/> Glenda Bro (Co-Chair)	<input checked="" type="checkbox"/> Barbara McNeice-Stallard	<input checked="" type="checkbox"/> Bailey Smith	
<input checked="" type="checkbox"/> Lisa Ledeboer	<input type="checkbox"/> Michael Sanetrick	<input checked="" type="checkbox"/> Angel Lujan	<input checked="" type="checkbox"/> Jennifer Peiten	
<input type="checkbox"/> Heidi Lockhart	<input checked="" type="checkbox"/> Annel Medina	<input type="checkbox"/> Anabel Perez	<input type="checkbox"/> Student Rep (TBA)	

MINUTES	
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	Item/Comments	Discussion/Outcome
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1.	Approval of the Minutes from November 14, 2013	The minutes from November 14, 2013 were approved as written.
2.	Pathways to Transfer – Update Handout for Students - Margie	<p>A Pathways to Transfer meeting was held on Dec. 6, 2013 and was well attended by English, Math and Library faculty. One of the goals of the meeting was to create 5 Student Learning Objectives for the program. Faculty brainstormed in small groups and came up with 5 SLO's. The Pathways team would like for the SLO's to be used by the faculty as they plan their semesters.</p> <p>Following the meeting Margie created a handout for the students that can be used on the first day of class. It covers frequently asked questions and need to know information. Matt volunteered to tweek the handout prior to the first day of the Winter intercession.</p> <p>The team agreed that it would be helpful to meet once a semester to discuss progress and any issues that have come up during the semester. The team will follow up with another meeting during the latter part of the Spring semester.</p>
3.	Report on Goal A –	<p>Goal A - Number of students who participated in a Basic Skills Funded Project.</p> <p>Annel shared a survey in which she had asked the project managers to provide the number of basic skills students that they served from Fall 2012 through Summer 2013. She will use this data to compare with next year's data (Fall 2013 through Summer 2014). However, since it wasn't clear if the number of students served was duplicated or not, Annel will go back to the managers to verify this data. The goal is to increase the number of students served by basic skills funded projects.</p> <p>Any new projects such as the Pathways program</p>

		will be added to the 2013-2014 data. The project managers will need to keep track of this information and it should be captured in the mid-term reports.
4.	Mid-term Reports	The Mid-term reports will be emailed to the project managers no later than Dec. 15, 2013 and again in January.
5.	Call for Proposals –	Sally will email the Call for Basic Skills Proposals for 2014-15 by Dec. 15, 2013. It will be sent out to the entire college community.
4.	Other -	<p>Madelyn gave a report on the Basic Skills Advisory Committee meeting that she recently attended. At the meeting she brought up that there still has been no progress in creating a way to measure non-credit student success. She suggested that a non-credit faculty run plannery session would be helpful. The non-credit faculty and staff have a lot of expertise to offer.</p> <p>She also stressed that it is difficult to focus on professional development if we do not have accurate numbers on student success. Madelyn and faculty members plan to meet with other community college non-credit faculty to brainstorm ways to measure non-credit student success.</p>
Future Activities:		<p>Meetings held: 2nd and 4th Thursdays 2:30 – 4:00 pm in Bldg. 4, Room 2440</p> <p>Fall Meeting dates: Dec. 12</p> <p>Spring Meeting dates: Mar. 13, Mar. 27, Apr. 10, Apr. 24, May 8, May 22, June 12 (if needed)</p>