



**FOOTHILL COLLEGE**  
**Learning Community Meeting**  
**Thursday, April 27, 2017**  
**MEETING MINUTES**

**LOCATION:** President's Conference Room (1901)  
**TIME:** 10:30AM – 11:30AM

ITEMS	TIME	TOPICS	EXPECTED OUTCOME
1	10:30 - 10:35	Recruitment Update	Discussion
2	10:35 - 10:50	End of the Year Celebration Update	Discussion
3	10:50 - 11:10	Equity Funding and Positions Update	Discussion
4	11:10 - 11:30	Learning Community Coordinator Update	Discussion

**PRESENT:** Elaine Kuo, Donna Miranda, Kelaiah Harris, John Fox, Voltaire Villanueva, J.R. Jimenez

### **1) RECRUITMENT UPDATE**

The Equity Programs office has been collaborating with Marketing to develop a student success flyer to support outreach for learning community programs. It was recommended by Marketing that parents are more receptive of flyers. The flyers include Kelaiah Harris' contact information, as she can provide information for all programs and she is on campus over the summer. The picture on the flyer is the same picture on the Puente brochure, there was some discussion that this could be a concern if both promotional items are being distributed at the same event. The learning communities are encouraged to provide feedback to Elaine Kuo and Kelaiah Harris if there are recommendations for changes. The flyer can be updated, reprinted, and distributed at recruitment events and SOAR-on-the-go. The learning communities may need to review and update their websites to reflect their program information listed on the flyer. JR has been attending recruitment events with Kevin Luu from Outreach as a strategy to recruit FYE students.

JR presented the student success flyers at a recent recruitment event that he attended. He reported that the flyer was user-friendly and he was able to distribute it to students and guidance counselors; however, students were more inclined to express interest in what their friends were doing. Kevin from Outreach will add this flyer to his recruitment display.

The first SOAR event is tentatively set for May 23<sup>rd</sup>. Lan Truong has agreed to compensate learning community counselors to attend SOAR and recruit for the learning community

programs. There has been some discussion regarding tabling at the event and the time allotted for presenting. Last year, learning communities were given 5 minutes to present; this year it would be beneficial to also allow tabling during lunch. Elaine Kuo will contact Marco Tovar to gather more information regarding the finalized schedule and the time allotted for learning communities. Should programs be given a short timeframe to present, students could become overwhelmed and confused. Including the program brochures in the SOAR packet and tabling at the event should help. Kelaiah is collecting program brochures to include in the packet, please provide her with the brochure by May 12<sup>th</sup>.

## **2) END OF THE YEAR CELEBRATION UPDATE**

The learning communities gave a brief update on the end of the year celebrations. FYE will host their celebration on Thursday, June 22<sup>nd</sup> at the Appreciation Hall. Puente will have their celebration on Thursday, June 15<sup>th</sup> at the Campus Center Plaza. Kelaiah will place the FYE end of the year celebration on the college calendar (<https://foothill.edu/news/calgrid.php?sr=7>). The administrators, deans, staff, faculty, and the President have been invited and are encouraged to attend. The end of the year celebration for Stem Core will be included in the PSME awards on Friday, June 2<sup>nd</sup>. The Equity Programs office will follow up with the Umoja end of the year celebration.

## **3) EQUITY FUNDING AND POSITIONS UPDATE**

The college met on Wednesday, April 26<sup>th</sup> to discuss the competing priorities of the student equity budget. Should the college commit to the 6.5 FTE positions and the FYE and Umoja program using student equity funds, there will be limited funding to support other programming. The budget models predict that the student equity funds will experience a deficit in the following years. Some suggestions that occurred from the meeting included classifying the Learning Community Coordinator to a Program Coordinator I instead of a Program Coordinator II or combining this position with the Instructional Service Technician for the TLC.

Other concerns were discussed, such as the declining FTES and the budget implications for the student equity allocation next year. Participants at the meeting recommended that the student equity funds should continue to provide opportunities for professional development. Other recommendations included hiring a grant writer to identify other sources of funding and creating a proposal and submitting to President's Cabinet a transition plan for the learning communities to find sustainable funding.

The counseling reassign time holds a significant percentage of the budget due to equity providing 100% of the cost. As the budget is now limited, there has been some efforts to seek a percentage of funding from student services. As the request for shared cost has not been confirmed, Elaine is seeking additional information and hopes to have this conversation in a future cabinet meeting. There was a suggestion to have a 100% counselor for the learning communities, but this will need to be further discussed with Cabinet, Student Services, and the Dean of Counseling.

#### **4) LEARNING COMMUNITY COORDINATOR UPDATE**

After the equity programming and positions meeting, there is uncertainty of where the Learning Community Coordinator stands on the college's competing priorities list, although there many have expressed the need for this position. As of now, Kelaiah and Elaine will continue to support the learning communities. Over the summer, they will work to document a learning community timeline to support the onboarding of this position. Additionally, the Equity Programs office will need to collect information on tasks and responsibilities of the learning community counselors to determine if the coordinator position can assume some of this load.

An application process will need to be determined for the faculty coordinator positions of the learning communities. Currently, faculty are determined based on their interest in coordinating the program, but the college will need some documentation to inform and share a formal process with the larger community on how leadership is identified.

The Equity Programs office is offering two work study positions for the fall quarter. Ideally, the office would like to hire students who are interested in equity and open to learning. The students should also be responsible, have soft skills, and can work 15 hours week. Students would be generously compensated and are eligible for a step increase after their 6 month. If you have any feedback regarding the work study positions in regards to tasks and responsibilities or have students who are interested please contact Elaine.

The learning communities are expected to complete program review in the fall, if the programs would like support with program review, assessment, and evaluation, please notify the Equity Programs office.