



**Minutes**  
**Date: October 19, 2015 Time: 1:00 to 2:30 p.m.**  
**Rm. 4402**

**Tri-Chairs:**

Maureen McCarthy                      Teresa Zwack                      Victor Tam

**Members:**

Kerry Bahadur	Justin Schultz	Elaine Kuo	Eric Reed
Valerie Fong	Karen Smith	Susie Huerta	Sarah Munoz
Allison Herman	Ashley Bowden	San Lu	Oudia Mathis
Sam White	Katie Ha	Voltaire Villanueva	Tilly Wu

**Ex-Officio:**

Kurt Hueg

**Agenda:**

Time	Topic	Discussion
1:00 – 1:10 PM	Review and approve minutes	
1:10 – 1:30 PM	Budget Update	Justin Schultz
1:30 – 1:50 PM	Embedded Tutoring Update	Katie Ha
1:50 – 2:20 PM	Review Workgroup Updates for '15-'16	Tri – Chairs/ Members
2:20 – 2:30 PM	Questions/Concerns/Announcements	

**Next Meeting:** November 2

**Present:** Kerry Bahadur, Allison Herman, Sam White, Katie Ha, Susie Huerta, San Lu, Voltaire Villanueva, Sara Munoz, Tilly Wu, Maureen McCarthy, Teresa Zwack, Victor Tam

**Minutes:**

1. Review of the Minutes
  - Spelling errors were the only corrections presented.
  
2. Budget
  - The budget provided by the Office of Instruction shows approximately \$78,000 needs to be spent by June 30, 2016.
  
  - In order to facilitate spending, an effort (similar to last year) to advertise to the campus community for proposals needs to be better marketed.
  
  - It was noted that a meeting needs to be scheduled soon with the tri-chairs from 3SP and Student Equity Workgroups to coordinate marketing and timelines. Examples of exemplary proposals may help encourage more submissions.

(All agendas and minutes will be archived online through the President's Office.)

- Katie Ha noted that various proposals were being discussed at the Student Equity Workgroup, which included professional development and bringing cultural events to campus.
- As a potential area of funding, it was noted that female students in ESL are not completing courses as well as male students. Offering a Bridge Program during the academic year was also mentioned as an idea.
- Allison Herman asked what is the charge of BSW? Is the BSW permitted to create proposals or only administer proposals? The tri-chairs would communicate with senior administration for direction. It was also noted that no funding has been categorized in the RESEARCH category, and this may be an area for funding ideas. Allison Herman also proposed that a “How to Make Toast” workshop for students might help with soliciting input.

### 3. English Summer Bridge Objectives

Allison summarized potential objectives for the Summer Bridge program, as well as possible ideas to enhance the 2016 Summer Bridge Program:

- Follow up with this past summer’s pilot group during the Fall 2015 quarter
- Determine the appropriate length for Summer 2016: 3,4, or 5 weeks?
- Create a new course
- Eliminate CNSL 5 in favor of an integrated CNSL component
- Placement testing option, but adjust marketing approach to focus on skills rather than level changes
- Create more links between FYE second year, ESB and MSB
- Streamline recruitment
- Request new sentence level workbooks
- Embedded Tutors
- Speakers/activities
- Weave Counseling throughout English Summer Bridge using a team approach

### 4. Embedded Tutoring Update (Katie Ha)

Katie Ha updated the Workgroup on courses that currently have embedded tutoring: Econ 1A, Econ 1B, Psych 1, Psych 7, Math 48A, History 17C; Bio 10 (2 tutors); Math 235/230 (7 tutors); FYE Art History classes. In total, 18 embedded tutors are active.

### 5. Review of Existing Workgroup Objectives

- a. Math Summer Bridge; increase target number to 140 students while maintaining high performance
- b. Support pathways to move students successfully through basic skills courses

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