Attending:
Darya Gilani (PaRC)  Susie Huerta  Elaine Kuo  Phuong Lam
Debbie Lee  Kelly Lopez  Leslye Noone  Teresa Ong (PaRC)
Eloise Orrell  Paul Starer (PaRC)  Pam Wilkes

Guests:
Anne Johnson  Peter Murray  Teresa Zwack

Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome New Members</td>
<td></td>
</tr>
<tr>
<td>2. Survey Finalization</td>
<td>The survey was finalized after discussion, see Detail.</td>
</tr>
<tr>
<td>3. Program Review/Resources Needed</td>
<td>Tentative meeting scheduled for end of January to review Deans’ lists of Basic Skills needs taken from their program reviews.</td>
</tr>
<tr>
<td>4. Tutorial Services Flowcharts</td>
<td>Another draft in Table form to be distributed to the group for final approval.</td>
</tr>
<tr>
<td>5. PaRC Update</td>
<td>If you have any ideas or suggestions for the update, please contact a Tri-Chair.</td>
</tr>
<tr>
<td>6. Department Updates</td>
<td>The group ran out of time and this will be moved to the next meeting.</td>
</tr>
</tbody>
</table>

Discussion Detail

Item:

2. Finalize Survey/Distribution Plan
The survey was projected and edited live while Elaine Kuo reviewed the feedback and changes provided. Emphasis from the group was on keeping it within two pages, using language that English Language Learners would understand and crafting questions that would elicit good information. A student services survey that was completed last year was mentioned, and Pam Wilkes offered to email it to the group after the meeting. The surveys will be distributed as soon as possible with the help of Debbie Lee (Math), Susie Huerta (English), Teresa Ong (ALD)

(All agendas and minutes will be archived online through the President’s Office.)
and Kelly Lopez (PTT). The results will be reviewed as a group at the next monthly meeting (Feb. 8).

3. Program Review/Resources Needed
Program reviews are still being completed, and the group would like to use these to inform decisions on how to use any available funding. It was decided that the Deans would be asked to summarize the requests in their department program reviews and to provide the group with a list of most important Basic Skills needs. Eloise emphasized that the requests should serve students as soon as possible, and that long-term projects were not a priority at the moment. Darya will schedule a tentative meeting to review this list of requests, near the end of January.

4. Tutorial Services Flowchart/Guide
Teresa’s idea to list services available to students in a table form was modified with the suggestion of listing it by course, rather than service. Darya will “pretty up” the draft and resend it to the group to confirm and distribute ASAP.

5. PaRC 5 Minute update
At the next PaRC meeting, the tri-chairs are updating the group on what the Basic Skills Workgroup has been working on. If there are any messages or ideas that members would like to take to PaRC, please contact the tri-chairs.