

College Skills Steering Committee

MINUTES

FEBRUARY 19, 2010

12-1:30PM

ALTOS ROOM

MEETING CALLED BY	Valerie Fong & Lori Silverman, Co-coordinators
FACILITATOR	L. Silverman
NOTE TAKER	V. Fong
TIMEKEEPER	N/A
ATTENDEES	K. Feig, D. Gilani, A. Henderson, A. Johnson, K. Jordahl, B. Lewis, T. Ong (via CCC Confer), E. Orrell, B. Stefoni, P. Starer, V. Villanueva, R. Garcia (guest); S. Huerta (guest)

Agenda topics

15 MINUTES

PRESENTATION ON TUTORIAL RESEARCH

ROBERT GARCIA

DISCUSSION	<p>Robert presented the research he conducted on tutorial centers, which focused on the physical space configurations. Robert's findings as well as information on his research methodology are available at www.bavigarcia.com/coin74/final/cos.html.</p> <p>P. Starer asked whether Robert had done any follow-up to see how the centers he visited have been affected by budget cuts. Robert will contact his contacts as the locations he studied for budget updates.</p> <p>Robert agreed to join the committee as a stakeholder member.</p>		
CONCLUSIONS	N/A		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

10 MINUTES

FINALIZE CRITERIA FOR FUNDING

DISCUSSION	<p>The committee briefly discussed criteria for funding, with a focus on the state restraints on use of Basic Skills funds.</p> <ul style="list-style-type: none">○ The committee will not fund food○ We can provide payment for the provision of a service, but we cannot fund payments as incentives for students to participate in an activity. For example, payment of student tutors would be appropriate. However, funding cannot supplement other "compensation"; for example, no funding for student tutors who receive course credit for their tutorial services.○ The funds need to be utilized for a clear basic skills focus <p>Darya reminded us of the categories for which we have expiring funds:</p> <ul style="list-style-type: none">○ 7K – staff development○ 11K – supplemental instruction○ 20K - miscellaneous		
CONCLUSIONS	N/A.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
None			

60 MINUTES**REVIEW SUBMITTED PROPOSALS****FULL COMMITTEE**

DISCUSSION	<p>Three proposals were submitted for review. Copies of proposals are available on the committee website.</p> <p>B. Lewis raised concerns that the rolling deadlines for proposal submissions forces the committee to approve funding with limited knowledge of other proposals that will be submitted. Given the categorical constraints on the funding, the concern is that the committee would end up funding on a “first come, first served” basis as opposed to a comparative analysis of comparable proposals seeking specific types of funds. P. Starer, L. Silverman, V. Fong, and D. Gilani explained that the rolling deadlines were put in place not as an ongoing process, but rather as a one-time process for these particular expiring funds. Given that the funds must be used by June 30, and given that it takes time to process expenditures, we felt it best to accept and approve funds earlier rather than later; at the same time, we wanted to give those who may not have been ready by a February 15 deadline a chance to submit proposals at a later date. Thus, the rolling deadlines were established. K. Jordahl expressed agreement that in this particular situation, there was a certain urgency to reviewing and funding proposals earlier to give recipients the time necessary to expend the funds. E. Orrell expressed the importance of following through with the process we had already established and communicated – that it would not be appropriate to tell those who met a stated deadline that we would not review their proposals until a later date. B. Lewis reiterated his concerns. K. Jordahl called a vote.</p>		
CONCLUSIONS	<ul style="list-style-type: none">○ Perino proposal: The committee approved funds with the exception of food, per diem, and travel expenses. The committee approved with requirement to clarify the follow-on from the training, specific to basic skills needs.○ Silverman proposal: The committee approved funds in full, in particular supporting the use of funds for materials that will be reused, benefiting a wide range of students over time.○ Hamp proposal: The committee did not approve funds at this time, but will review the proposal again after receiving additional line itemization of intended expenditures as well as further information on the STOMP event and assessment approaches. <p>The proposal recipients will be given a deadline to confirm acceptance of funds.</p>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Contact funding recipients with committee decision		D. Gilani	Immediate
Contact H. Hamp with request for further information		D. Gilani	Immediate

0 MINUTES**WORK GROUP UPDATES**

DISCUSSION	Work group updates were postponed due to lack of time.		
CONCLUSIONS			
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE