I. Review agenda and minutes from last meeting/community building activity
   A. 2/5/14 minutes approved with no changes.
   B. Agenda approved with no changes.
   C. Community building activity: “One thing I do to make students feel more welcome is . . .”

II. Update from the Clicker Project – Jeff Schinske
   A. Jeff gave an update of the project
      1. Clickers were checked out for two quarters.
      2. This is the 2nd Quarter that nine instructors are currently using them.
      3. After the first quarter, Jeff emailed the instructors to see if they needed help or had any questions. Also asked them for feedback on how they were using them and how it’s been working.
      4. Four instructors responded with questions and feedback.
      5. At the end of this quarter they will be submitting their official reports to show evidence of their expected outcomes.
      6. Main question is: Instructors are supposed to relinquish these clickers and then reapply. Have not had any other requests for the clickers. Want the clickers to be used and want more applications to come in. Would also like them to stay in this instructor’s hands and have them be used if no other requests.
         • Thomas – Faculty interest needs to arise in terms of showing them how and ways to use them.
         • Jen – Perhaps let them continue using them if they Demo at a Division meeting. Creative Arts and PSME would be good targets for the next round.
         • Possibly provide a workshop through Staff Development.
         • Diana – Dean’s could make a quick announcement at Partner’s in Learning.
      7. Jeff will pursue the division meeting idea and find out when they are.

III. Welcome/Student Pathways activity – How could we do Fall Quarter differently? How can we be more welcoming? How can we smooth student pathways?
   A. Break out into 5 groups to brainstorm in the following areas:
      1. Marketing and Outreach
      2. District/College – Opening Day Planning Committee
      3. Dean’s Council: Opening Week & Division Meetings
      4. Staff Development
   B. Brainstorm on how to create a welcoming climate. All things we can do to help welcome students in week one.
   C. Group 1 - Marketing and Outreach.
      • Continue with the bus and mall ads -- those seem to be effective. Explore other ways to reach students.
      • In August-September, follow up with students who have applied but did not take any other steps.
      • Have a template online to help students select their first quarter classes.
      • Target part-time students with a message to encourage them to enroll full time -- tell them about the enrollment priority benefits.
      • Division & departments should host a student welcome table/booth/event the first week of the quarter.
      • Departments/programs can help form student cohorts around majors and career interests.
      • Market more about our transfer and student success rates.
      • Use student testimonials.
      • Send a welcome/acceptance letter from our president to enrolled students.
D. Group 2 – District/College Opening Day Planning

1. Suggestions:
   - OER talk
   - Add a mini-series of ted talks at the opening highlighting upcoming events or issues at the campus; then, have those TED talkers do a workshop throughout the year.
   - Hand out “swag” bags with De Anza materials: T-shirt, pen, list of faculty events, list of student events
   - Have faculty take a quiz on what they know so that opening day could be targeted to the info they need to know.
   - A welcome letter to faculty and staff.
   - Have a “message” or “theme” for the year that faculty and staff can easily connect with and repeat so that the college is united.

2. Problems:
   - Opening day is not inspiring.
   - Opening day is not about teaching.
   - Opening day is often depressing.
   - Often not directly connected to divisions or departments.
   - Some info is repeated enough for faculty and part-timers.

E. Group 3 - Dean’s Council: Opening Week & Division Meetings
   - Recruit a team of student-faculty pairs (1 per division) to run a workshop during the opening day division meeting on how to be more welcoming during the beginning of the quarter.
   - This workshop would include 4 stations and faculty would rotate in small groups to each of the 4 stations in 5-minute intervals (or longer depending on how much time we were given).
   - The stations would be: Icebreakers, A Campus Resource Quiz, Strategies for Learning Students’ Names, and How to Create a Sense of Belonging.
   - Each station would have some ideas/takeaways, but participants would also be asked to generate new ideas and share best practices.

F. Group 4 - Staff Development
   - What can you do to be welcoming every day of the week & at least once a week for the rest of the term (just asking a question AND eliciting answers = like How are you guys doing today?)?
   - If you know how to register for classes then you can help students = How to register for classes = caring for our students and smoothing their path.
   - Faculty doesn’t know where stuff is on campus – so learn and be a resource. Know where counseling is, Financial Aid & Student Success Center locations (S43 & 3rd floor of ATC) and the Bookstore & Admissions & Records = if faculty have a few updated current maps they can have on them and KNOW where basic offices are... = smoothing path and showing caring.
   - Make sure that students have done their ED Plans.
   - Welcoming language on the green sheet.
   - Meet student leaders on campus & think about how to build a bridge and collaborate between students and faculty.
   - List of supplies needed for a class (not just text but if there’s a lab or a workbook etc.) and just “stuff”.
   - Welcome e-mail with green sheet including all supplies and materials needed early – a week before class.
   - Welcome e-mail to include the page out of the staff resource guide that has the student support services.
   - When developing your green sheet use language that is friendly and VERY clear.
   - Attitude of caring vs. “well that’s the way it is...” (just because you’re welcoming doesn’t mean that you’re lowering standards or undisciplined re: your class and content).
   - How we treat students as kids vs. as adults (teaching to adults = andragogy vs. pedagogy).
   - Oh they say you’re in college now BUT treat us like kids.
   - Demeaning students in front of the class = a BIG no-no = what do you call X on Y if you (as a faculty) have an issue or concern.
• Marketing campaign = update checklist, to get started and infuse into orientation, Deans out list, department chairs.
• We want our students to feel welcomed. Can ask faculty and staff = what can you do daily the 1st week and what can you do weekly for the rest of the term?

IV. Announcements/Good of the Order

A. Rob – Already sent out invitation about the presentation on the Common Core Standards, which is part of the SSSP standards. Would be good for DARE to be part of this presentation. The principal of Fremont High School and the Assistant Superintendent from the district will be coming, so we have high-ranking folks from our local high schools attending. It will be on Thursday, March 20 from 3 – 4:30 pm in Admin 109.

B. Melissa – Next quarter we will be launching the Smarthinking, which is the pre-online tutoring for students. Students will log in through My Portal and sign in through the Student tab. This will put them directly into the Smarthinking environment where they can get live 24/7 tutoring. Tutoring is available for all subjects.

Next Meeting:  
**DARE Core:** Tuesday, March 18: 9:30 – 10:30 am, El Milagro Room  
**DARE General:** Wednesday, March 19: 3:30 – 5 pm, Seminar Conference Room 3G