**Developmental And Readiness Education (DARE) Taskforce**

**Meeting Minutes**

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**Date & Location:**
1/12/2011  
Don Bautista Room

**Attendees:**
Aguilar, Melisa; Alves de Lima, Diana; Ceballos, Julie; Dishno, Daniel; Hunter, Truly; Leonard, Amy; Lister, Cindy; Mathios, Diane; Mieso, Rob; Moberg, Kathleen; Myhre, Jennifer; Newell, Mallory; Nguyen, Jim; Norte, Edmundo; Reza, Jackie; Rosenberg, Jerry; Suress, Meera; Tomaneng, Rowena; Weinberg, Pat; Woodward, Cheryl

**Guests:**
N/A

**Absent:**
Bambhania, Doli; Lam, Phong; Poon, Gordon; Roberts, Becky

**Notetaker:**
Patel, Bhavi

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### Discussion

**I. Approval of Agenda and the Minutes from 12/1/2011:**
Agenda approved with the following change: we will move item #V to #III in the order since Jerry has to leave early. Any amendments to the minutes should be sent to Bhavi.

**II. Announcement**

1. **Calls for BSI Faculty Coordinator and Title III Activity Director:** Job descriptions were handed out. They are based on job duties as described in the grant. It has undergone a few revisions per DARE core consultation. We need 2 coordinators in place for the duration of the grant and the funding period. We haven’t had an open call in a while because Gregory continued in the role as someone who can provide continuity during the transition.  
   **Deadline for letters of interest is the 24th of January.** Review committee will consist of Gregory, Ro and 2-3 members of the DARE working group. Compensation was negotiated with Christina. Eligibility for serving in these roles is tenure track faculty coming from the basic skills area, no PDL for the next year. Since there is so much overlap in these grants, it would be a significant amount of release time if one person wanted to do both. If the person is a really good fit, that individual could do both.

2. **Upcoming Conferences: Newly named Partners in Learning Conference:** Main theme would be thinking larger, what is it that we need to teach so that students thrive when they leave us. We will follow the same model as last year. Student facilitators. Call for proposals will be in the mailboxes this Friday. One of the reasons for changed title is because we encourage classified employees to participate as well. How does learning happen outside of the classroom and who are all the people involved? Students can also submit a proposal. If you have a topic that you think would be interesting for discussion for your group, however you decide what that group is submit it and this can be the time for discussion. No keynote speaker, 10 minute of Ted talk instead.

   **Acceleration in Context Conference at Chabot College:** We have funding available for
anyone interested in attending this one-day conference. The three main goals of the conference are: 1) Expand the scope of acceleration in curriculum, practices and services, while hearing from current practitioners. 2) Share emerging and evidence-based models of Acceleration; design, practice and play with accelerated expressions. 3) Articulate the purpose and potential uses of the AIC network; plan upcoming gathering and training. For more information, visit: http://the-initiative.accelerationincontext.net/2010/12/16/109/. If you are interested in attending, contact Rowena or Bhavi.

Umoja / Sankofa Conference: DeAnza’s Sankofa scholars will be hosting a 1-day Regional Symposium for the statewide Umoja consortium serving Northern California. They are looking at March 11th or March 18th as potential dates in that order of preference. More details will be available soon. Please contact David Coleman X8660 for more information.

3. Rowena introduced Diane Mathios who will be filling in for Doli Bhamania for this quarter.

4. Meera Suresh informed everyone about the Pepsi Refresh Project in which DASB is trying to win $250,000 to fund a peer mentoring program for advanced math and science classes at DeAnza. In order to win, students need daily votes. You can vote by texting 105640 and online at http://www.refresheverything.com/deanza. She also encouraged teachers to allow 2 minutes in their classes for students to text to vote.

III. Funding Proposal Template & Process:

Last year we had a vote among the DARE committee about levels of funding and who would approve it. If someone has a small project, a worthwhile project under $2,000 then Rowena will be able to decide quickly whether to fund it. Between $2,000-$5,000 will be reviewed by DARE core and requests of $5,000-$15,000 will be forwarded to DARE general. If there is a request greater than $15K, it will be reviewed by DARE core and go through a separate process of review. All projects must be complete by Sept. 30th, 2012.

Funds can be used for projects related to developmental education, but cannot supplant anything we’re paying for by fund 14 institutionally. These are Soft funds. Intent is not to fund something that is an ongoing process. This will be a one shot project that would have a long term impact. Everything will stop when we run out of these funds but we are actively looking for more soft money to support some of our programs that we are working. Its important for us to connect data and research with the projects so that if the projects are working, it would be easier for us to request other funding. We put in a request for the Gates grant. DARE core is asking for approval from the taskforce—older reporting template will change to replace with this document. Motion was made to approve the new Funding proposal template. It was approved unanimously.
**Going back to Announcements:**
Jackie made an announcement about using Hip-Hop in the classroom workshop which Truly will be leading on February 18th. Jim Nguyen announced the Feb 3rd workshop called “Deconstructing Stereotypes about Asian Americans” organized by IMPACT AAPI.

**IV. Update on Assessment Report**
The assessment report has been updated with revisions of Gregory Anderson’s student reactions section. A soft copy of it was emailed out to everyone. If you have any feedback on that section, please send it to Bhavi.

Kathleen, Truly and Rowena met to discuss the possible talking points that we would take to the shared governance groups. First group we’d go to the student service PBTs because Assessment is a part of that area and we wouldn’t want the people involved there to be blind-sided. They came up with 9 slides that would be discussed. We’d also provide the report early for the committee’s review and have a discussion about it. Talk about the history, how assessment got selected, criteria, rationale, qualitative and quantitative studies, where we are in terms of the timeline. We’ll take to PBTs after the comprehensive program review and faculty rankings.

We’re pushing everything back. Reserve 2 dare general meetings to invite the stakeholders for feedback. After 2/9 meeting, we will revise again after the feedback. Rowena will send the feedback from the ESL department. Diana Mathios will ask the math department for their feedback.

It was suggested that at the next meeting, we have a snapshot of the # of students that took placement test of winter or fall quarter and a breakdown by department. It would be helpful to have a sense of what is the unmet need right now. How many are placing at what levels and what do we currently have in terms of seats available? There are a couple of surveys running right now; we should have some results soon. How do we improve our outreach to students about open seats? Do we need to have training for online class selection? How about International students? Are they getting into the classes they are placed in?

**V. DARE logo**
The current logo needs to include the word “DARE.” Ask Lori for different versions with D.A.R.E. letters in different color and vertical or horizontal alignment. We will send this out via email for a final vote.

**VI. Basic Skills Action Plans:**
We will be continuing some of the activities that were identified in last year’s BSI action plans and have revised the responsible bodies and persons. We did the work of establishing the taskforce last year, actions related to planning of the SSC reorganization were pulled out
Since we are now in implementation stage.

We realized that we didn’t have the college researcher as that was not in last year’s plans but we will be sure to include it in the next plans. Rowena would like everyone to quickly review with a partner and if you have any comments or questions, please drop it on the note card and we’ll hear from a couple of the groups as time permits. It has already been submitted, a slight revision of what we submitted last year.

Budget page: ½ goes to Academic Advisors. A suggestion was to add page #.

**Notecard #1:** How is progress tracked? How are these action plans integrated into the SLO and the accreditation process? Follow-up of students in basic skills is a missing matriculation component (in fact for all students).

**Notecard #2:** A.4.3. – Add staff dev and the English + Math departments in responsible person. A.2.4 – workshops – basic skills and you for faculty members not in Math & English. Or DARE visits to division meetings. Add Staff Dev to responsible persons. Faculty Inquiry Group. Putting together math, English basic skills instructors with content/GE teachers.

**Notecard #3:** Add Deans of Language Arts and PSME as responsible persons to section B, first two bullets.

**Notecard #4:** Curriculum Development: will include integration of contextualized basic skills. Integration of contextualized CTE subject matter (e.g. health, business, applied sciences into developmental education course content. Perhaps add to (C.1, C1.2, D.1) Collaboration opportunity with GE faculty.

**Notecard #5:** B.2 and C.5.2 where is staff in planning staff run & supported series?

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<th>Next Meeting</th>
<th>DARE Core: 1/25/2011 12:30 PM – 1:30 PM, Admin 130</th>
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<td></td>
<td>DARE General: 1/26/2011 3:30 PM – 5:00 PM Don Bautista Room</td>
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