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

**Meeting Minutes**

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**Date & Location:**

10/13/2010  
Don Bautista Room

**Attendees:**

Alves de Lima, Diana; Blackborow, Sandy; Browning, Mary; Ceballos, Julie; Dishno, Daniel; Hunter, Truly; Lam, Phong; Lister, Cindy; Mieso, Rob; Moberg, Kathleen; Reza, Jackie; Rosenberg, Jerry; Tomaneng, Rowena; Woodward, Cheryl;

**Guests:**

Aguilar, Melisa; Flandez, Alerie; Myhre, Jennifer; Patel, Bhavi; Sigala-Aguilar, Selda;

**Notetaker:**

Patel, Bhavi

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**Discussion**

**I. Approval of Agenda and Notes:**

The agenda for the meeting approved.

**II. DARE 2009-2010 Highlights & Recap of Allocations (Assessment Report, Membership/Leadership of DARE, Student Success Reorganization)**

- We held 2 retreats, sent a team to the Student Success Conference, and held a campus-wide luncheon to share and get feedback of our work.
- We finalized our Mission Statement and developed a power point presentation on the task force.
- We developed Student Outcomes:
  - Students are empowered with the knowledge, skills, and abilities to find and use resources to identify and succeed in their academic pursuits.
  - All employees have the ability to facilitate progress of students by being aware of where the student is and by meeting him/her there.
  - The college is able to manage student self-expectations and employees’ expectations of students through clear communication.
- SSC Reorganization--the plan called for hiring of a dean for the Learning Resources Division, six Instructional Support Specialists, two co-directors, and at least one Academic Advisor.
- Dean and Co-Director for Math Science and Technology Resource Center in progress. We have also hired 4 academic advisors. And, we have hired an Administrative Assistant, Bhavi Patel, who is also supporting Staff development.
- We established the following Subcommittees to determine the next FOCUS area
  - Learning Communities
  - Assessment
  - Advising
  - Early Alert
  - Orientation
  - College Success Skills
- We decided to focus on Assessment for Spring and through the Summer, which included
developing a survey and conducting focus groups with students. In the Summer, research continued and a small team began the draft of the assessment report.

- We also allocated funding to the following learning cohorts: Puente, FYE, and Sankofa
- We also solicited Alex Swanner from Library to research ideas connecting Library to basic skills *Rowena will send this out
- Budget Update: Lydia Hearn Madden is working on a Budget Spreadsheet to update us on funds, allocations we have made, and posted expenses
- Jackie made an announcement about Lee Mun Wah, the Author of Color of Fear coming to campus on Tuesday, October 19th from 9:30 am – 1:30pm in the Conference Room B, Hinson Campus Center. He will begin with the showing of Color Of Fear followed by a discussion and then exercises on diversity.
- SSC Reorganization: a draft of the Organization chart was passed, which shows the names of newly hired people and where they fit in within the organization. SSC staff has been heavily engaged in outreach via email, handing out bookmarks etc. Julie suggested that we can promote it from the front page of the website if we are ready including a news blurb.
- We are working on a DARE newsletter for the campus community.
- Jerry suggested that this quarter, DARE taskforce should focus on marketing.
- Selda suggested doing an open house.
- Bhavi working on a logo for DARE so we can start doing promotional materials for DARE. Rowena suggested buying Tote bags as promotional materials.

III. Selection of Tri-Chairs and core/working group members (break out by unit)

- The taskforce discussed whether to break into groups to discuss missing leaders of the tri-chairs and decided to table the selection of core/working group members until next meeting.
- Currently, DARE is connected to Title III and BSI grants, Rowena is the Project director for Title III and BSI grants. Bhavi is supporting DARE, Title III and BSI. Lydia has agreed to do some special assignments...so she has agreed to continue working on budget for the taskforce. She is currently working on updating the budget details. Gregory Anderson is an ex officio member. He’s continuing to work as Title III Activity director to work with the language arts team this quarter. Last spring, when we were having a discussion about leadership for this year, Stacey was thinking about transitioning into the chair position for DARE taskforce. After discussions over the summer however, she will not assume that role. Kathleen Moberg has agreed to fill in the space for Stacey.

- Tri-chairs will be selected from Administrators, Faculty and staff. The taskforce discussed expanding the membership to 1 or 2 more reps for each unit. We do have several vacancies on the Taskforce and we still need student leaders. Executive council members are discussing about sending two alternate candidates for the general meeting and re-establishing the core meetings. Student Government meetings and Intercultural Club Council meetings are also on Wednesdays which makes it hard to get student leaders on the DARE taskforce. Jerry will try to recruit MPS students. We can recruit from other areas tutors and clubs as well. Rowena will follow up with DASB.
• Selection criteria for DARE taskforce was established as follows:
  o Experience working with basic skills students
  o Commitment to attend the meetings for the academic year and engage in the meetings
  o Willing to take info back to their constituents and departments and divisions
  o Demonstrated commitment and genuine liking for basic skills students.
  o Serve as an ambassador for DARE and promote developmental education initiatives
  o Diverse representation in terms of perspective on basic skills and discipline or college area
  o Commitment to multicultural education

• It was suggested that we open up membership, so that more stakeholders can be a part of this work. The question is How big is big? How much will we expand by?

We don’t necessarily need to increase management, we have enough managers right now but we need to recruit more students, classified staff and faculty. Currently we have 3 classified staff interested according to Lois. If people are showing interest, we should let them join without having a cap. CORE group should be kept small, 3-3-3 (administrator, faculty, staff). We could increase the Classified, Faculty and student membership by 2 for a total of 8 each. But the committee meetings are open to the entire campus community.; so others interested are welcome to participate.

Phong suggested to start a listserv from the DARE website so that people can subscribe to it. Rowena suggested adding Blog for the website.

IV. Strengthening Student Success Conference Reflections

• Rowena passed out some Contextualized Teaching & Learning A Faculty handbooks and the handbook is also available online. We will get a binder together for all the new members so that they have information from the past year.
• Truly felt that SSS was an exciting conference to attend. She especially found the keynote speaker, Jeffrey Duncan-Andrade very energizing. Would like to have a dialogue around campus about the theme he talked about: hope. Want to bring him to the campus. She also liked the workshops on student engagement.
• Phong: Liked the workshops on faculty and staff engagement with students. Suggested having a training or workshop on HOW to engage students especially in the basic skills level.
• Jackie and Rowena spent several hours at the retreat planning a basic skills faculty training series for this year. We don’t have a faculty development series for full-time faculty.
• Making students feel that there is someone that cares about them on the campus. It was suggested that we go back in a few years and present at the conference.
• Jerry: impressed by the discussions on equity and engagement. But liked the workshops and discussions around how Data and research can be used to improve student success programs.
• Rob attended the workshops on placement testing that gave him some ideas on things we can do to improve our services right away i.e. students are not prepared to take the test. Fun and friendly website that students can relate to with student friendly language and then there are bigger structural issues that we need to address.
• Selda—Felt hope and connectedness throughout the conference sessions. She attended the financial aid, career pathways and integrating student services & instruction among others. Felt that even if the students didn’t pass a class, they were making commitment to continue because of the connectedness.
• Alerie—attended the accelerated basic skills program. Loved the speaker and his talk about putting love in your work and truly connect with the students.
• Diana—use of data and reflection in a very creative way. Got some ideas for the DARE website—update with links. Felt that “Basic skills”—a label that’s powerful but students may be in a basic skills course only temporarily. Need to look at our services from a fresh eye.
• It was suggested that we add people’s reflections from the conference in the DARE newsletter.

V. Action Items
• Assessment Report draft should be ready by the end of the quarter.
• Final Report by the beginning of winter quarter for Brian to review.
• If you’re interested in working with the core group, please contact Rowena.

Next Meeting  10/27/2010 3:30 PM – 5:00 PM in Don Bautista Room, Campus Center