Center for Academic Excellence Committee

Summary - final

April 9, 2015
11:00am to 12:30pm
18-206, CAE

Committee Members: Rebecca Alex, Renee Bu (not present, Teresa Morris sitting in), Lindsey Bynum, Paul Hankamp, Fauzi Hamadeh (not present), Theresa Martin (Chair), Autumn Newman (not present), Michael Vargas, Lilya Vorobey (not present), Henry Villareal

Guests: Jennifer Taylor-Mendoza, Kristi Ridgway

Chair: Theresa Martin
Note-Taker: Paul Hankamp

1. Review Agenda – All (5 minutes)

2. Review of Meeting Summary for March 5, 2015 – All (5 minutes)
   • Adjustments: Henry…
     i. action items: reps from each instructional division, still vacancies
     ii. Fi is not able to join the committee
     iii. Research into a college hour for CSM

3. Committee membership update (5 minutes)
   • Language arts: Autumn or Kristi (BSI coordinator as well)
   • Business: Lilya Vorobey is coming onboard
   • Library: Renee Bu will serve (Teresa Morris sat in today)
   • Still need a Kinesiology/Athletics/Dance representative
   • Should we invite DE (instructional designer), what about academic senate rep from Fall 2015? David Laderman is technically not on the committee, but CAE is a sub-committee of academic senate
   • If CAE goes institutional, then we will no longer be a sub-committee, and we may need more official spots. We brainstormed 4 additional spots may be added in the years to come: 1) BSI Chair, 2) DE Coordinator, 3) PD coordinator for administration, 4) PD coordinator for classified staff
   • We only need one classified staff representative, so who will be official…Lindsey or Fauzi?

4. Flex Day planning (20 minutes)
   • There are two flex days for Fall 2015. CAE usually does the Friday PD events because the district activities take up most of the first day.
• Morning and Afternoon session: each were 1.5 hours last year
• Often, departments get together during one of these sessions
• For Thursday (district day), we could set a time for Division Meetings to begin at 2:30pm that Thursday. So Thursday, early afternoon cross-discipline meetings can end by 2pm. Teresa confirmed that District Curriculum Committee is planning to continue the cross-campus disciplinary meetings.
• Friday sessions: afternoon could go 2-4pm.
• Kristi: What if for lunch, we have a dept meeting option with box lunches? But then we need 1.25 hours (not one hour) What if we pick them up as we exit the theater.
• Continental breakfast: 8-8:30 instead?
• PD Theme for Fall 2015. What about Respect and Tolerance? (equity, empathy)
• Let’s book a dynamic speaker that can fire people up for the workshops, the speaker will be the 9:30-10:45am slot. We will need to allot a speaker fee from the CAE budget.
• People are starting to come to Theresa with workshop ideas already, which is great. Workshop IDEAS:
  o Counseling: the intake process for students, probably in morning (about 10 people attended in Spring 15). The selling point for Theresa was taking the actual placement tests that our students take. Language: “Walk in a Student’s Shoes for an Hour.” Placement tests are OPTIONAL. Have a more exploratory tour.
  o HOM/RA: one or both will fit in, theme of taking each student where they are as they enter our class.
  o FYS workshop (First Year Success Initiative)
  o SLO workshop
  o WebAccess Gradebook workshop
  o In-class emergency training, what do you do with extremely disruptive students. Get security involved? Psych services have offered disruptive student workshops in the past. Kristi: make it a mock role play, an interactive training, approach presenters now.
  o Teresa: what if we had shorter trainings, that only run one hour each, so we can accommodate more workshops.
  o Speed dating for Committees? A committee fair modeling the Earth Day event, with collecting stamps.
  o We could have a committee fair at the continental breakfast, or during a morning session, and we could have a prompt you can use as an icebreaker. Every committee could have a table with a sign, tell people your current projects, tell people who you need for the committee.
  o At our meeting, many committee members from the campus community volunteered to share.
  o We need to work on topics that really focus on managers and staff, for at least one PD hour session. And we need managers to excuse staff to attend the events!
5. Budget update – Jennifer (10 minutes)
  • We spent about $15,000 out of the total $80,000 for CAE.
  • The $80,000 was a one-time budget, it may not be the same next year.
6. PD planning update - Theresa (10 minutes)
   - Needs assessment for PD program, Theresa will send us a summary from another college that was recently completed. Interesting items: #1 priority: classroom pedagogy, #3. Classroom equity and classroom competency.
   - We can use this data to model our own draft. Let’s look at their surveys, focus groups. It would be great to do our own needs assessment with our own campus data.
   - We will need MONEY to do this assessment with a consultant. Could we use SMCCD Foundation money? We could do it across all three campuses.

Announcements

1. Future agenda items
   - Ideas regarding Technology and PD

2. Next Meeting: Thurs. May 14, 11:00am-12:30pm.

Announcements:
Kristi: Wed, April 29 at 11am in the theater, speaker J. Duncan-Andrade on building community. Kristi will be emailing info to show our students soon. Henry and Theresa are requested to be on stage for the introduction.

Thurs, April 30: the national equity project will do a day-long event for faculty, staff, and admin. Invitations will go out via email.