Center for Academic Excellence Committee  
Summary (approved 8/24/15)  

May 14, 2015  
11:00am to 12:30pm  
18-206, CAE  

Committee Members: Rebecca Alex (not present), Renee Bu (not present), Lindsey Bynum, Paul Hankamp, Fauzi Hamadeh (not present), Theresa Martin (Chair), Kristi Ridgway, Jennifer Taylor-Mendoza, Michael Vargas, Lilya Vorobey, Henry Villareal  

Chair: Theresa Martin  
Note-Taker: Paul Hankamp  

1. Review Agenda – All  

2. Review of Meeting Summary for April 9, 2015 – All  
   • No revisions  

3. PD update: HoM team, CAE facilities, PD program review, SEP  
   • HOM: Anne F., Tania B., Tabitha C. Alex G. are the self-selected team for the HoM training in August. They will bring ideas about how to extend the HoM practices to the CSM community.  
     o Bring the HoM language to the first year student activities.  
     o Paul will work on a HoM poster: Mindset 4.0.  
   • CAE facilities upgrade: we need an adjoining room with more interactive tech. We also need wall space for potential poster presentations. Also, consider the new Bldg 19. We need to consider what types of facilities we will need over the next 10 years. We need to ensure we have dedicated PD space, to alleviate scheduling issues.  
     o We also need a devoted office space for a potential staff position.  
   • Program Review  
     o Future needs for 2015-16: more space and staff for PD. We want one full-time faculty coordinator position, and 50% program services coordinator. Everyone at the meeting agreed this was important. Henry: it is justifiable according to institutional priorities.  
     o Equipment need for DE component: Theresa asked for Mac laptops and smart classroom presentation equipment, and video conferencing capability.  
   • Student Equity Plan  
     o New DIAG faculty co-chair is Theresa; she will co-plan with Henry next semester for the Student Equity Plan. They are also working with Kristi/BSI. A big part of all this is more PD so that more faculty know how to address equity in the classroom.  
     o CAE has been sponsoring PD events with BSI recently.
Kristi: there are extra booklets about learning partnerships from the National Equity Project workshop in her office.
Lilya: bring in artists that discuss the mind into their work. Artists that work around issues of social justice/equity.

4. Flex Day speaker planning
   - We have about 80 participants so we want an economy speaker.
   - Darrick and Arash are local, and they both work with underprivileged youth.
   - Maybe the National Equity Project could partner with a speaker.
   - Jeff Andrade could do an intensive workshop for 20-30 faculty? We might not need him on flex day. But we definitely need representation from all the divisions.
     i. Summary: let's use Jeff as an intensive workshop, and use Darrick or Arash for Flex Day.
   - We REALLY want a female speaker too!

5. Flex Day sessions planning
   - We had 50 flex day activities this year, but is it making a difference? How do we measure faculty use of the learned flex day strategies?
   - Through Academic Senate, we could ask that the district increase the number of individual flex days from 5 to 10.
   - We had a very low turn out for the flex day before Thanksgiving. Is this an appropriate day? Jennifer: both Canada and Skyline had a much better turn out on this day.
   - CAE will put forward a request to move the Nov 25 flex to somewhere else.
   - Adjunct Orientation: provide flex day reporting forms so that know they can be paid
   - Student Services Hunt: similar to Earth Day. Each station will need information, and some way to stamp the cards. Also, we need the name of a person with contact info.
   - Kristi: Some faculty struggle with child care? Work with Child Development Center that day?
   - Paul: when doing workshops, it would be great to have a follow through. Structure the workshop so that faculty complete a task and then follow through by presenting their results at a future workshop.

6. NFI and Adjunct orientation (10 minutes)

7. Good of the Order (5 minutes)