

## ACES Advisory Committee

### Meeting Notes: 11/19/09

In attendance: Jeannette Richey, Beth Regardz, Vicki Stanley, Gabby Rodríguez, Winnie Baer, Anna Zagorska, Cheryl Chaffin, Ekua Omosupe, Rachel Mayo, Antonio Alarcón, Jason Malone, Debra Spencer, Susanne Muszala, Topsy Smalley, Beth Nelson, Victoria Bañales

- Title V Grant Update:** Rachel Mayo gave an update on Title V. The Title V learning communities are now named, STARS: Students Transitioning in Academics: Reinforcing Success. Two new full-time positions for these LCs have now been advertised, the Activities Director/Curriculum Specialist and the First Year Experience/Learning Communities Specialist, and the interviewing and hiring for these positions will occur over winter break. In addition, Rachel gave an update of the design team meetings, including progress on the Summer Bridge schedule, which will include the following courses: LS200, CG51, Read 106/206, and CG190SB. For fall 2010, STARS will be comprised of 3 cohorts: 2 will be folded into the new STARS LCs (which are still being developed), and 1 will be folded into a DBA cohort (which will include the Foundation Course and Math Jam). This will allow us to experiment with different types of LCs while also reducing competition for the same students. Design team meetings will continue in the next few weeks.
- Learning Communities: Guidelines and Expectations:** the ACES Coordinator distributed copies of the revised document, “Basic Skills/ACES Learning Communities: Guidelines and Expectations.” During the last (October) meeting, the steering committee recommended the following changes: a) add exact CCFT Article language regarding the 0.5 TUs, and b) strongly recommend that faculty who teach in a learning community conduct mid-semester course evaluations or CATS (classroom assessment techniques). The committee reviewed the changes/inclusions, and the document was formally approved. The ACES Coordinator will put this document on the ACES website, and will begin meeting with faculty (those scheduled to teach in Learning Communities) to go over these newly adopted guidelines and expectations.
- High Engagement Task-Force Update:** In an effort to recruit more students into our expanding learning communities, Antonio Alarcón shared new “slips” that will be attached to students’ assessment results. Students who assess into English 100 or 255 will automatically get these slips stapled to their assessment scores, letting them know that they are eligible for “one of Cabrillo’s amazing learning communities.” The steering committee made the following recommendations: a) add contact telephone numbers for each program, and b) add a festive photo of smiling students. (These changes have since been made, and Assessment is now in the process of attaching these slips to students’ assessment reports.
- Learning Communities: Update on Outreach/Recruitment Efforts:** In an effort to also help recruit students and advertise for our LCs, the ACES Coordinator reported on the following activities and events: A) The ACES Coordinator and Adela Najarro (English Chair and Puente Coordinator) met with Counselors this month to ask for their support in recruiting students for our

expanding learning communities. B) Flyers have been created and Xeroxed to advertise for our spring 2010 ACES learning communities, including DBA, Puente, and English/Reading. Stacks of these flyers were distributed at the Counselors' meeting, English Dept. meeting, and at the ACES meeting. Faculty/staff were encouraged to distribute to students or place in visible areas. C) A similar version of this Flyer has now been included in the spring 2010 Schedule of Classes. D) A smaller group of ACES steering committee members (with representatives from DBA, Puente, STARS, and English/Reading LCs) will meet Dec. 10 to plan and discuss strategies for student outreach.

5. **On Course II:** the following five Cabrillo faculty/staff attended the On Course II workshop in San Francisco last month (October): Mary Ann Peterson, Gerlinde Brady, Kenny Atkins, Ofelia Garcia, and Gabby Rodriguez. Gabby reported back on her experience and shared some of the valuable tools and strategies she gained. For example, Gabby discussed how participants helped her strategize around the "homework problem." She plans to use some of these newly learned strategies in her math courses next semester. The five participants who attended this workshop will be offering a FLEX workshop this spring (Monday afternoon) to share more insights and useful classroom strategies, and everyone is encouraged to attend.
  
6. **BSI Teaching and Learning Workshop:** the following nine Cabrillo faculty/staff attended the BSI regional workshop in San Ramon this month (October): Beth REGARDZ, Gabby Rodriguez, Ann Kimball Endris, Jeannette Richey, Vicki Stanley, Debora Spencer, Susanne Muszala, Ed Braunhut, and Victoria Bañales. Beth and Victoria shared some of the highlights of the event, including Laney College's presentation on its successful and inspiring "*Carpinteria Fina*" (fine carpentry) ESL/Woodshop learning community. Since part of the 1 ½ days workshop entailed making recommendations on ways to support Cabrillo basic skills students, the following recommendations were made:
  - A) Plug second semester DBA students into existing CG courses, so that these students continue to receive some level of support and maintain contact with their fellow peers.
  - B) Institutionalize a system where failing English 100 or 255 students (or those who get NPs or Ws) would be "strongly recommended" into a learning community. Some ideas suggested were: block student registration until s/he speaks to a counselor and/or have a "pop-up" that appears during Web Advisor registration, that alerts students about learning communities and asks them to speak to a counselor. The group agreed that "requiring" failing students to enroll in an LC might be too punitive and send the wrong message.
  - C) Include information about our LCs directly on our Cabrillo College homepage.
  - D) Invite student ACES representatives.
  
7. **ASCC Grant:** ACES applied for and was awarded a small grant (\$800) for a future 4-panel, glossy brochure to advertise for our LCs. While we did not receive the full amount requested (\$1,300), Rachel Mayo has suggested that she might be able to cover these additional costs through Title V monies. A brochure design team was set up, and the following people expressed a willingness to be a part of this subcommittee: Margery Regalado, Beth REGARDZ, Rachel Mayo, Susanne Muszala, Adela Najarro, Antonio Alarcón, Helen Jara, Ed Braunhut, Julie Hanks, Victoria Bañales, and possibly Jim Weckler. Our first meeting will take place Dec. 10, 1-2:30pm, SAC-E conference room. Beth REGARDZ is working on a sample/template that she will share at this preliminary meeting. Evelyn Hirsch (Marketing) will also be there to assist and guide us in

the design/planning process. If anyone else is interested in partaking in this project, please contact the ACES Coordinator.

**8. Free and Local Professional Development Opportunities:**

- A) FELI (Jan. 11-17, Horticulture)—last day to register is November 23. Contact Beth Nelson if interested.
- B) On Course I (Feb. 1-3, Sesnon)—look for information in your Spring FLEX calendar. Contact Victoria Bañales if interested.

9. **Next Meeting Day/Time:** our next meeting will take place during Spring FLEX week (Thursday early afternoon) and is scheduled into the FLEX calendar. Hope to see many of you there! Happy holidays!