



Learning Assistance Center  
**Reading Committee Meeting**

MINUTES

Date: October 21, 2008

Time: 1:15pm

Rm.112

Present: Pat Bower, Ema Burman, Susie Cevallos-Castaneda, Barbara Gonzalez, Michelle Sampat

ITEM	DISCUSSION/ACTION	OUTCOME
1.0 Minutes	1.0 We need to have a clear process for minutes. Minutes must be clear and concise for accurate documentation.	1.0 Ema to be the official recorder of minutes for the READ committee. Minutes will be forwarded to Martha Lopez for distribution and Rick Nguyen for posting.
2.0 Announcements 2.1.1 AMLA/READ/ Counseling  2.1.2 Learning Communities	2.1.1 The workshop previously discussed for counselors is currently on hold. A date needs to be set.  2.1.2 We discussed the need to keep control of our links and to continue to work with "Bridge" to support our communities in "Bridge". A variety of combinations were discussed for learning communities. The committee is in the process of developing the following learning communities: - Fall '09 READ 80/Nutrition (NF 10)/Skills Lab Study Group - Spring '10 Changes were made to PSYCH and SOC as follows because	2.1.1 A date still needs to be set.  2.1.2 Tentative teaching assignments were made for each. Conversations are still being held with Shane (athletic counselor) to finalize that link.  Updated map of current and proposed learning communities will be distributed at the Nov. READ

	<p>PSYCH 33 and SOC 20 have no English prereqs:          READ 90/PSYCH 33/Tutorial Services Study Group          READ 909/SOC 20/Tutorial Services Study Group          * The sections listed above will focus on Athletes and receive support from the Athletics' counselor.</p> <p>Reading Bridge          - READ 90/Coun 2/SOC 5</p> <p>English Bridge          - READ 90/Coun 2/Eng 67-68 (2 sections)</p> <p>READ + Content Area          - READ 90/MUS 15/LIB 3          This course will also have a counselor for support</p> <p>ASPIRE          READ 90/ENG 67/Coun 1</p>	<p>meeting.</p>
2.1.3 Title V	2.1.3 Title 5 Pat announced that TUTOR 10R is going through.	2.1.3 TUTOR 10R has been approved.
2.1.4 Matriculation	2.1.4 The matriculation committee has sent the DRP/competency issue back to READ. They are asking what are we doing with the DRP? We would like matriculation to define competencies and how they are determined.	2.1.4 Michelle is going to continue seeking an answer as to how competency is determined campus wide. Another question to be asked of matriculation is, What does English do for competency? Definition of competency needs to be clarified and unified.
2.1.5 Counseling	2.1.5 Discussed above in 2.1.1	

<p>Workshop</p> <p>2.1.6 Reading Competency Test</p> <p>2.1.7 The Last Lecture</p> <p>2.1.8 Faculty Retreat</p> <p>2.1.9 Department Meeting Reports</p>	<p>2.1.6 The test will now be housed in Assessment. A grading/calibration workshop will be held for reading instructors who will continue to grade the test.</p> <p>2.1.7 Ema reported that interest started out strong but has declined since. She shared that the library would like to take part in selection and discussion of the next novel. Carol Norton has already made a suggestion to read <i>3 Cups of Tea</i>.</p> <p>2.1.8 Move to Spring '09/Request another retreat to complete work in progress.</p> <p>2.1.9 Committees will now be sharing outcomes at the department meetings.</p>	<p>2.1.6 Assessment will make appointments and provide students access to the test. READ professors will be trained to grade the competency exam. READ will grade and have results back within 2 weeks time.</p> <p>2.1.7 Ema will contact the library to try and develop an Ad Hoc committee for the next book. Committee composed of 2 librarians and 2 READ faculty.</p> <p>2.1.8 Request another retreat to complete work in progress.</p> <p>2.1.9 Ema will be reporting outcomes to the Department meeting.</p>
<p>3.0 Community of Practice</p> <p>3.1 SLO: Text Selection/Rubric</p> <p>3.1.2 Committee Roles, Jobs, Responsibilities, and Processes</p>	<p>3.1.1 READ 90 will be implementing the vocabulary SLO in November. Classes will be required to use the same chapter from the McKinley/O'Loughlin HUMAN ANATOMY textbook. Michelle will copy the chapter. Susie, Barbara, and Pat will develop a grading rubric and directions for administration.</p> <p>3.1.2 Discussion started. The process for minutes was discussed. See 1.0 Outcome</p>	<p>3.1.1 SLO - vocabulary given in November: Students will choose 10 words and use a minimum of three strategies.</p>

<p>3.1.3 Committee Chair Selection and Function Parameters</p> <p>3.1.4 Revisiting Curriculum</p> <p>3.1.5 Model Syllabi</p> <p>3.1.6 READ 110 for Fall '09</p> <p>3.1.7 Strategize Outcomes/Goals</p>	<p>3.1.3 Tabled</p> <p>3.1.4 Tabled Pat mentioned that it is time for re-evaluating the READ curriculum. Research needs to be obtained to support what is currently being taught and additions or changes we'd like to make to the curriculum.</p> <p>3.1.5 The model-syllabi online needs to be revised. Areas to be reviewed are 1) grading, 2) Sign -in procedures in the event of faculty absence, 3) Evacuation procedures.</p> <p>3.1.6 Tabled</p> <p>3.1.7 Tabled</p>	<p>3.1.5 Ema, Susie, and Michelle will review the syllabus, make necessary changes, and present at the next meeting. Ema will rewrite the sign-in section/evacuation procedures and send over the listserve.</p>
<p>4.0 Other</p>		
<p>5.1 Next Agenda</p>	<p>5.1.1</p> <ul style="list-style-type: none"> <li>a. Committee roles, jobs, responsibilities, and process</li> <li>b. Committee Chair Selection, function, and parameters</li> <li>c. READ 110 for Fall '09</li> <li>d. Strategize outcomes/goals</li> <li>e. revisiting curriculum</li> </ul>	

Next meeting: November 20, 2008

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