

Developmental Education Coordinating Committee Meeting Minutes

Date of Meeting: April 15, 2004 – 2:30 p.m.

Location: LRC, Room 101-A

Present: Marcella Davis, Dan Schultz, Greg Jewell, Dawn Chumley, Mary Werner
Andrea Deal, Tressa Marlow, David Schuermer & Marlena West.

David Schuermer spoke briefly then left:

- Presented each committee member with a copy of the book What Works: Research-Based Best Practices in Developmental Education by Hunter R. Boylan.
- Announced that Dr. Randy Swing will arrive on Thursday, August 5, 2004. He will meet with the DECC Committee, ATF Committee, and the Cabinet.
- Reported that the Title III Steering Committee discussed making the August training for Developmental Ed faculty mandatory with a \$50.00 stipend.

The following was discussed by the committee:

- including MT120, the gateway course, in the training sessions. They would need notebooks.
- letter to be sent to part-time faculty by Division Chairs. A suggestion was made to put the date of evening session on letters.
- planning and reading representative on the committee.
- description for fall 2004-2005 professional development workshop. Committee members would form the panel.
- inclusion of ENC90, RDG 10-20-30 & MT 65 in notebook.
- gathering input from Humanities & Physical Sciences faculty.
- the reaction of part-time faculty to making the training mandatory..
- material to be put in each section of the notebook.
- the committee decided not to use the LASSI since the problems and weaknesses are already known.
- prerequisites are listed in the schedules but during priority registration students are jumping and skipping classes. They are slipping through the system. During the first week, the instructor needs to check each student to make sure they are in the correct class.
- adult learning room

- In order to know the number of notebooks and tabs needed, the physical science department members were asked to forward a list of part-time math instructors to Marcella.

The following were suggestions for the notebook:

- page with web site in Learning Styles

- advising sheet for tactfully approaching students who are not doing well.
- classroom management (e.g. unruly, disruptive students & how to deal with them)
- course supplemental materials
- weekly calendar that recommends important activities that should take place during the semester.
- giving departmental exams (an exit exam on which the student must score a certain grade to move on to the next level)
- making a list of videos available. Asking the Library to make a list of videos available through the library in math, learning styles, etc.

The notebook and all of the suggestions need to be discussed with math faculty before the finalization of the notebook.

Committee will meet on August 2nd, from 9:00 – 12:00 to put together the notebooks.

The next meeting will be at 3:00 pm on May 6 in LRC, Room 101-A.