

**Success in ELAC, English, and Math (SEEM) Subcommittee**

Co-Chairs: Paulette Hopkins, Becky Stephens, and Melissa Wolfson

April 6, 2020

1:30 p.m. – 2:45 p.m., Zoom

**MINUTES**

**Approved: 5/18/2020**

**Present:** Dave Clark, Paulette Hopkins, Meredith McGill, Ken Reinstein, Robert Scott, Stefanie Johnson Shipman, Becky Stephens, Donnie Tran, Melissa Wolfson, Xi Zhang

**Absent:** Reylyn Cabrera, David Halttunen

**Guests:** Iliana Grijalva, Nessa Julian

I. Call to Order

The meeting was called to order at 1:34 p.m.

II. Approval of Agenda

MSC (Clark/McGill) to approve the agenda as submitted.

III. Approval of Minutes from March 2, 2020

MSC (Johnson Shipman/Clark) to approve the minutes as submitted. (Abstention-1)

IV. Old Business

A. Reports on Activities

1. English, Math, and ELAC Projects

ELAC – Stefanie Johnson Shipman presented information on current activities with preparing ELAC students to improve their academic English in all levels in order to take a transfer-level English course and meet AB 705 requirements. Hopkins mentioned that work is progressing with the Districtwide group that is creating, modifying, and testing a self-guided placement tool for ELAC. Johnson Shipman will touch base with Denise Maduli-Williams on the status of the tool.

In the fall, a faculty-needs assessment was done to assist with planning professional development and outcomes for the spring semester. A workshop held in December included students and faculty sharing experiences and best practices with each other. Future plans include analyzing workshop evaluation results, continuing collaboration between ELAC and English faculty, discussing course mapping and sequencing, and addressing technology use.

Johnson Shipman also reported that of the 3.0 ESU's allocated, only 1.5 ESU's were utilized. She inquired about disposition of the remaining 1.5 ESU's. SEEM Coordinators to follow-up. Johnson Shipman also mentioned a pending request for 1.0 ESU for a fall workshop.

MATH – Melissa Wolfson reported that the Math department was not able to meet because of campus closure. It is hoped in the next couple of weeks regrouping can occur to get back on track.

ENGLISH – A report was not available.

2. Professional Development Conferences and Travel

Stephens reported that not all of the professional development funds have been used because of conference cancellations. Committee members were asked to forward requests for online professional development opportunities to the SEEM Coordinators if they would like to access funding. Hopkins will follow up on possibly extending the deadline for encumbrances or realigning the budget.

3. ASC/Tutoring

Donnie Tran reported a Canvas shell is available for the Academic Success Center and plans are in development to offer online tutoring. Tran to follow-up on glitch in Canvas with 7-digit/10-digit ID numbers.

Ken Reinstein mentioned that the WELL (Writing and English Language Lab) is currently offering asynchronous services and exploring synchronous. Reinstein to send information to Kirk Webley in Counseling to assist with student awareness of services.

Nessa Julian added that a document outlining unified tutoring services is in development and will be sent to the campus DL. The division is also exploring other software platforms and enhancing tutor training.

B. Professional Development Opportunities Update

No update given.

C. SEA Program Activity and Research Reporting

Stephens reported that a request has been made to Research (Xi Zhang) to compare “X” classes and non-“X” classes in Completion, Success, Persistence, and Next Course outcomes. The baseline will be prior to AB 705. Zhang mentioned reviewing a three-year timeframe and using the average as a baseline. She can track the cohorts plus one year following. She also indicated enrollments can be included and disaggregation by DI groups (disproportionately impacted). The first draft of the report can be reviewed at the May meeting.

D. Budget Review

Stephens has received an expense report from the Business Office. The deadline for supply requisitions is coming up soon. Stephens to follow up with English and ELAC; Wolfson, Math. A budget update will be provided at a future meeting.

V. New Business

A. College Governance Handbook: SEEM Subcommittee Description/Feedback

Stephens encouraged everyone to review the SEEM Subcommittee charter and provide any feedback. The status of the proposed College Governance Handbook is currently undetermined.

B. Meeting Schedule for Rest of Semester

After discussion, consensus was reached for the remaining SEEM Committee meetings as follows:

April 20 – Cancel meeting  
May 4 – Data Report for the agenda  
May 18 – Tentative meeting  
June 1 – No meeting

VI. Other

Dave Clark mentioned that EOPS has a referral page and that the withdrawal date has been extended to May 8 with an “EW” grade option.

VII. Adjournment

MSC (Johnson Shipman/Clark) to adjourn at 2:52 p.m.

*Carol Sampaga*  
*Vice President's Office of Instruction*