**Learning Communities Meeting**

**September 22, 2014**

**South Campus, Suite 204**

**12:15pm – 1:20pm**

**Attendee(s):**

Carlos Cortez, Tram Vo-Kumamoto, Christina Taing, James Aganon, Marilyn Clausen, Gabe Winer, Laurie Brion, Adan Olmedo, Chris Lebo-Planas, Laura Roberto, Loretta Kane, Jenny Lowood, Hermia Yam, Alejandria Tomas

**Agenda**

1. **Approve Agenda (All)**
2. **Review Goals: Institutionalization, Facilitate Degree and Certificate** **Completion, and High School Outreach (Counselors)**
3. **Assessment of Learning Communities (Alejandria Tomas & Jenny)**

* Program assessment will introduce, develop, and master program and achievement outcomes (e.g. what can be provided to increase retention and foster student goals and achievement?).
* Program assessment is aligned with curriculum provided in all LC-related classes.
* Progression of LC students can be tracked by tagging (Christina/James will communicate with Nathan from PCCD to track students in required courses for each LC)
* Learning Communities that need to do program mapping:
* Persist, Public & Human Services, ESL, PACE, and Global Studies.

1. **Recruitment for Spring 2015 (Counselors)**

* Christina and James will be recruiting at:
* Community-based organizations (based on the outreach list Shirley Fogarino gave us)
* Feeder High Schools: Berkeley High, Albany, Emery, etc.
* BCC Assessment (starting in November)

1. **Fall 2015-Spring 2016 (Counselors/Carlos)**

* Early identification and suggestion of courses, rooms, and instructors for the following academic year for each Learning Community.
* Submission Deadline: November 1st.

1. **Early Alert Taskforce/Subcommittee (Loretta)**

* First meeting will be this Thursday (9/25), 2-3pm, South Campus, Room 204
* Meeting will cover the revision of Early Alert and best practices.
* Please come in with initial ideas and concepts to share in the meeting.

1. **LC Representative for Education Committee (Adan)**

* College Hour (12:15pm-1:15pm) on the following dates:
* September 25th
* October 9th and 23rd
* November 13th
* December 11th
* James will take over for Adan as the LC representative for the Education Committee meetings this semester.

1. **Banners/Inserts (Counselors)**

* *Text for each LC, which will be utilized in the individual LC brochure inserts, were passed out to the coordinators.*
* Please send final revisions for your specific LC to Christina or James before the next LC meeting (10/6).

1. **Learning Community PT Stipend (Carlos)**

* LC Coordinators: identify individual LC meetings (4) for the semester to discuss matters pertaining to their cohorts.
* Stipend of $150 for participants who attend these meetings.
* For future semesters, please identify instructors who want to teach classes in the LCs.
* Make sure to communicate LC supplemental requirements and expectations to interested instructors.
* Make sure to communicate importance of attending required individual LC meetings each semester.

1. **Learning Community Budget (Carlos)**

* $400 per year budget for classroom supplies. Make sure to note requested items as “classroom supplies.”
* Work with Donna to coordinate all orders by December 1st
* Follow-up is needed in terms of what constitutes “office supplies” (e.g. software?). (Gabe)
* Program vs. Department allocation of funds. Very ambiguous where $$ will go (Laura)
* Recommendation: Put all funds together and store all materials purchased in LC storage. Work with Marilyn for storage. (Carlos)
* $200 budget for LC “celebratory events for end of program completion for students.
* Requirements: 2 hours in length, agenda submitted in advance for approval.

1. **Reminders/Deadlines (Counselors)**

* **October 1st** – Handbook and Signed Contract from students
* **October 6th**:
* Text revision of LC brochure Inserts submitted by this date
* Photos for Banner/Inserts submitted by this date.
* **November 1st**:
* Fall 2015-Spring 2016 Schedule
* LC Handbook Updates for Spring 2015
* **November 15th**: Berkeley HS Presentation to Seniors (8:30am-9:30am)