**Learning Communities Meeting**

**September 8, 2014**

**South Campus, Suite 204**

**12:15pm – 1:20pm**

**Attendee(s):**

Carlos Cortez, Christina Taing, James Aganon, Marilyn Clausen, Gabe Winer, Adan Olmedo, Joan Berezin, Chris Lebo-Planas, Stephanie Sanders-Badt, Loretta Kane, Hermia Yam, Kate Koelle

**Agenda**

1. **Approve Agenda (All)**
2. **Review Goals: Institutionalization, Facilitate Degree and Certificate** **Completion, and High School Outreach (Counselors)**
3. **Fall Enrollment Concerns (Counselors)**

* Students dropping required courses after being enrolled through LC, dropped due to non-payment of fees ***(James).***
* Course notes in the class schedule lead to lower enrollment since students think the classes are for specific students ***(Loretta).*** Proposed Solution: either 1) LC Coordinators and Counselors need to collaborate on better language or 2) no language should be stated at all. (All)
* For Global Studies, proposal to not be connected through FYE strand for Spring 2015. Classes should be opened much earlier to fill the courses and prevent course cancellation. Better communication of enrollment updates to LC Coordinators so that it can be relayed to LC instructors. ***(Joan)***
* For PERSIST, some students were unable to complete the foundational course before the start of the semester due to late enrollment. A late-start foundation course was eventually added for students to make this course requirement for PERSIST. ***(Chris***)
* For Counseling Department, there must be continued communication of recruitment updates, up-to-date LC enrollment forms for Counseling Departments to continue assisting with recruitment. ***(Hermia)***
* For FYE, possibly have 2-3 cohorts opened for enrollment. Once cohorts are filled, then open the next cohorts as needed.
* Possibly open more English 204A feeder classes that move students toward English 1A FYE, if possible. ***(Hermia)***

1. **Faculty Meeting Schedule and Stipend for PT (Carlos)**

* Learning Community meetings for Individual cohorts (i.e. FYE, PACE, etc.)
* Stipend of $150 for 4 quarterly meetings (possibly 1 per month during the semester) for part-time instructors to attend meetings.

1. **Spring Schedule (Carlos)**

* Submission deadline for Spring 2015 courses is September 15th to the Department Chairs for review.
* Identify courses, rooms, instructors.
* For Learning Communities, LC Coordinators should brief Spring 2015 Instructors about expectations when teaching Learning Community-based courses.

1. **Spring Recruitment Calendar (Counselors and Marilyn)**

* Please suggest upcoming events in the spring for LC counselors to assist in conducting Learning Community outreach.
* These events will be posted on the LC Calendar online.
* Community outreach, apart from the High Schools, was done at South Berkeley Senior Center and Berkeley Adult School to name a few.

1. **Fall 2014 Outreach (Counselors)**

* Berkeley High School: Potential dates are October 29th and November 5th.
* Oakland International: ESL Pathways
* Oakland Tech
* Albany High School
* Emery High School

1. **Handbook and Signed Contracts (Counselors)**

* Due to LC Counselors by October 1st
* Handbooks/Contracts will be copied and filed for LC and student records.

1. **Fall 2015 – Spring 2016 Schedules**

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

1. **Handbook Updates for Spring 2015**

* Submission Deadline is November 1st
* Updated each semester.

1. **Fall and Summer FELIs (Carlos/Chris)**

* Fall 2014 session will be the week after fall term ends.
* Chris and Stephanie (possibly other LCs) will meet discuss the possibility of a free or reduced rate to attend FELI.
* Counselor availabilities: communication with Alley Young and May Chen. Spring semester may not be an ideal time for counselors to participate due to peak student enrollment during this time.

1. **Adding Science course to PERSIST (Carlos/Chris)**

* Barbara Desrorchers has agreed to add an evening course in Biology to the PERSIST evening cohort.
* She has become a supporter of the LCs especially with meeting the needs of HS students by allowing various options for them.

1. **PACE Pathways at Alameda County (Carlos)**

* PACE will have a cohort that will be entirely situated in Downtown Oakland. The second PACE cohort will start in Downtown Oakland for one semester and then have the remainder of the semesters at Berkeley City College

1. **South Campus Offices (Carlos)**

* Learning Community Resource Center, Suite 201.
* Study Area: Monday-Thursday, 12pm – 6pm and

Friday 12pm – 4pm.

* Writing Coaches: Tuesday, Wednesday, Thursday

1:30pm – 5:30pm

* Veteran’s Office, Suite 202.
* Associated Student’s Office, Suite 203.
* Learning Community Office, Suite 204.

1. **LC Counselor Schedules (Counselors)**

* Please view the attached email document to view of James and Christina’s schedule for the fall semester.

1. **Early Alert Task Force / Subcommittee (Loretta)**

* Loretta will be in contact with other LC Coordinators and counselors who want to revise and re-launch the Early Alert System for the Learning Community.
* Possible collaborators: Chris, Adan, Stephanie, Laura/Linda?, Hermia, and LC Counselors.
* Lorretta will be sending out a doodle (survey) poll to see the best day time options for the subcommittee to meet.

1. **Other**

* Make sure to have Learning Community agenda sent out to all Learning Community participants one week ahead of the scheduled meeting.