USI Minutes for September 19, 2014

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| **Attendees Faculty** | **Administration/Work Unit** | **Not Attending** |
| **Pamela Osback** **Stacey Rannick****Maribeth Marquard****Stephanie Polliard****Amy Woodbeck****Brenda Hitesman****Mike Mitchell****Sheila Beeler** | **Mary Early****MaryLou Mosley****Michaelle Shadburne****Laurie Cigan****Marta Reichenbach****Stella Napoles** | **Marianna Auten****Denise DiGianfilippo****Corey Loucey** **Lori Espinosa****Jacqueline Fernandez****Julie Hamel****Shephani Wolfe** |

1. Proposal from last year
* We discussed the success of our Learning Day sessions in January and the completion of two newsletters. Thank you to Jacque and to all who contributed articles!
1. Proposal for this year—any additions?
* Discussion about the funds available from the push for enrollment and retention projects ensued and generated several ideas: a reading coach for the LSC, an English tutor for appointments in the LSC
1. Marketing: Website and Newsletter
* Newsletters—the fall issue was distributed already
* Website—faculty & staff pictures have been added for those who want them to be public.
* Significant discussion was focused on “labels” and trying to avoid them. Some proposed ideas were “Underprepared Student Specialists” or “Underprepared Student Committee” in light of the fact that not all of the people involved in USI committee are faculty.
* Debate formed on whether our website audience includes students or faculty/staff only.
* Do we want to include links to resources for students? Do students even know to look at the website for our information?
* We decided to add a mission statement to the website as well as a section for history and accomplishments tied to USI.
1. Process
* Overall, we feel that we are experiencing better success with accurate placement.
* Amy Woodbeck explained the changes to the RDG placement scores and the new sequence of courses.
* Math modules for 082/092 will become a reality one year from now.
* Testing into MAT142 is possible if students retest after 092 which means that they can skip MAT 122.
* Discussion about student preparation before they take placement tests was entertained. Laurie shared that we have review modules with 10 weeks of free access for students to use before or after they take the placement test. She stated that most students are not taking advantage of this resource.
* Boot camps like the one offered at South Mountain Community College was also mentioned. Stephanie shared that one of the survey results of the MSI 2013 project showed that students at least claim to want some form of a review before placement testing.
1. Staff Training/Instruction
* Student Success Conference is October 17th.
* AADE Conference is on January 30, 2015 at South Mountain Community College. Proposals for presentations on best practices must be submitted by October 1st.
* NADE Conference is February 25-28, 2015 in Greenville, South Carolina.
* Another Spring Learning Week Summit was briefly discussed. A possible format could be like an Open House with booths and tables of “expertise” such as adjuncts, English, Math, Cengage Learning. Participants could graze the food table as well as visit with particular areas of developmental interest.
* Summer Learning Summit, usually local and takes place in June from Sunday to Wednesday.
1. Students with Disabilities:
* No report
1. Other
* AADE membership was encouraged. Dues are $25. If you are interested and need more information, contact Mary Early.
* We will add AADE as a new agenda item for each of our monthly meetings.

2008) The USI leads in the identifying, implementing and assessing policies, programs and practices supporting under prepared student success.

(2011 MSI report) At Paradise Valley Community College, our goal is to adequately (and beyond) offer the opportunity for success to the underprepared student. Specifically, our mission has always been to identify and meet the academic, behavioral, social, and emotional needs of the underprepared students on our campus.

(What’s on the committee website today, 2013) Under-prepared Student Initiative Project Team (USI): Explores issues related to under-prepared students and **develops a plan designed to increase the college’s capacity to better serve their needs**. Brings forward a plan to the PVCC Strategic Planning Council and College President for consideration and possible funding.

**(2013 Program Review) Criterion One: Mission**

**Vision:** “Paradise Valley Community College (PVCC) aspires to be the higher learning organization of choice by creating engaging lifelong educational relationships that inspire and support all learners to increase their capacity for personal growth and positive social change.”

Minutes October 24, 2014 USI

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| **Attendees Faculty** | **Administration/Work Unit** | **Not Attending** |
| **Pamela Osback** **Stacey Rannick****Maribeth Marquard****Stephanie Polliard****Sheila Beeler****Jacqueline Fernandez** | **Mary Early****Laurie Cigan****Stella Napoles****Shephani Wolfe****Kat Johnson** | **Marianna Auten****Denise DiGianfilippo****Julie Hamel****Amy Woodbeck****Brenda Hitesman****Marta Reichenbach****MaryLou Mosley****Michaelle Shadburne****Linda Malay****Corey Loucey** |

1. **Process: Pamela, Stella, Cat, Stacey Marianne, Laurie, Lili, Corey**
	1. Registration: Question was asked about transferring students from one class to another based on instructor request – due to student need (academically or personally). Stella reported that instructor instigation was rare but when instigated was honored. Some concerned was expressed that such a policy might allow a student who ‘does little’ to have an out. Discussion determined that since the transfer would be instructor requested, it would only be instigated if deserved.
	2. Testing: Laurie reported that
		1. although Spring is the go-to time for the changes to our Reading offerings, District has no yet updated the cut score. Her department will do the change anyway.
		2. changes are in the works for the math offerings. The course most affected is Math 092. Soon, 120 will not be a pre-requisite. Maribeth mentioned that instructors are encouraging students to take 120 anyway as it could affect later choices.
	3. Financial Aid: Kat discussed that due to some challenges (changes) to the way Financial Aid is processed, many students have not yet received their money (it’s now end of October). If students do not have books, please be understanding. This all has to do with processing.
2. **Staff Training/Instruction: Pam, Maribeth, Lili, Lori, Michaelle, Stephanie, Mary, Denise**
	1. Spring Learning Week: One unified workshop suggested.
		1. Everything You Wanted to Know About… allow ten minute presentations from financial aid, PAWS, disabilities, etc.
	2. Friday Brown Bag: Half Day Program with FEP offered.
		1. Invite team from South Mountain to present their Eng/Reading/Math bookcamp session.
		2. Any other ideas????? Please send to Pam

**3. Marketing: Pam, Maribeth, Jacqueline Michaelle, Lori, and Denise**

a. Newsletter: This time aimed at Faculty (deadline November 20)

 i. Interview Kat ii. Maribeth writes about legal issues

* + 1. Lili’s articles
		2. Questions Students Ask
			1. Will my Dev-Ed GPA transfer over to a university?
			2. Is it better to have an F or W when it comes to Financial Aid?
		3. Sudoku
		4. Kat writes about Financial Aid.
1. Website: More Updates
	* 1. Contact Rick Sheets to write History.
		2. Everyone check your name spelling – also email Pam if you want a different photo.
		3. Look at mission statements presented. Which is the most current? Do you have another one?
		4. Send Pam a list of your accomplishments
		5. Pam will add newsletters
		6. Add goals
		7. Keep updating past minutes

**4. Students with Disabilities: Stephani, Pamela, Mary, and Denise**

Disabilities: Stephani reported that an ADA Steering Team has been put together. They are tasked with creating an online portal that allows for concerns for accessibility. She will also be working on educational outreach for PVCC’s faculty and staff.

**5. AADE**

Please plan on attending their January 30, 2014 conference at South Mountain.

**6. Sharing: Student Success Conference**

Laurie attended the session on successful Bootcamps. This led to our idea to have the South Mountain Team speak at a brown-bag session.

**Other**

1. We will be meeting on the third Friday of the month, in room 232, from 1:00 – 2:15
2. We are going to start the process of sending letters of congratulations to students who successfully complete a semester of Dev-Ed classes (how we define when and how often will involve more discussion.

Minutes November 21, 2014 USI

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| **Attendees Faculty** | **Administration/Work Unit** | **Not Attending** |
| **Pamela Osback** **Maribeth Marquard****Stephanie Polliard****Sheila Beeler****Jacqueline Fernandez****Linda Malay** | **Lili Kang****Shephani Wolfe** | **Denise DiGianfilippo Julie Hamel****Marianne Auten Amy Woodbeck****Brenda Hitesman Marta Reichenbach****MaryLou Mosley Michaelle Shadburne****Corey Loucey Stacey Rannick****Mary Early Laurie Cigan****Stella Napoles Kat Johnson** |

**1. Process: Pamela, Stacey Marianne, Laurie, Corey**

Counseling/Registration/Testing/Financial Aid: no report.

 Advising: Classes that usually make did not make this past semester (FYE, learning communities, etc.). Discussing focused on why. General consensus is that group advising is not working. Students are hearing “Take English 091” and that’s what they are doing. They are mostly unaware of alternate offerings and how some of these offerings can benefit them.

**2. Staff Training/Instruction: Pam, Maribeth, Lili, Lori, Michaelle, Stephanie, Mary, Denise**

a. USI will offer one workshop during Spring Learning Week. It will focus on “What I Really Want to Know…” We’ll invite different speakers, giving them about five minutes, to answer questions that keep getting asked, such as “Is it better for a Veteran to receive an F or a W, and what does last day of attendance really mean?” Acronym Sheet, ESL, PAWS, CPD/AAA differences, Pass/Fail Rate, Veterans F/W, iStartSmart update, Student Behavior

 b. During spring semester, we will begin putting together a brown bag session on Boot Camps.

**3. Marketing: Pam, Maribeth, Jacqueline Michaelle, Lori, Lili, and Denise**

a. Newsletter: Jacqui is working on the faculty focused newsletter than should be distributed during Spring Learning Week.

b. Website: We looked at the information Rick Sheets provided. Instead of writing a history, we decided to do a USI timeline. Also, Linda Malay is sending us a video to upload to the site.

**4. Students with Disabilities: Stephani, Pamela, Mary, and Denise**

 Stephani reported that the *DRS 101 for Faculty* Canvas course is currently being offered specifically to Glendale CC faculty, however, anyone can register for the online course  <[https://maricopa.instructure.com/enroll/TKYYW8](https://maricopa.instructure.com/enroll/TKYYW8%22%20%5Ct%20%22_blank)>.  The course is broken into three modules : The Law, GCC, and Accommodations.  The plan is to develop a module specific to each campus so that all faculty could complete module 1 and 3 and then review whichever campus specific information is relevant to them.  The DRS Managers are working to develop the campus specific content in hopes that the course will be able to be rolled out district wide by fall.

**5. AADE**

Don’t forget the AADE conference on January 30, 2014, at South Mountain. Unfortunately, registration is closed as the conference is at capacity.

Minutes February 20, 2015 USI

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| **Attendees Faculty** | **Administration/Work Unit** | **Not Attending** |
| **Pamela Osback** **Jacqueline Fernandez****Linda Malay****Marianne Auten**  | **Lili Kang****Shephani Wolfe****Michelle Shadburne****MaryLou Mosley****Mary Early**  | **Denise DiGianfilippo Julie Hamel****Amy Woodbeck Maribeth Marquard****Brenda Hitesman Marta Reichenbach****Kat Johnson Laurie Cigan****Corey Loucey Stacey Rannik****Sheila Beeler Stella Napoles** **Stephanie Polliard** |

**1. Process: Pamela, Stacey Marianne, Laurie, Corey**

Advising: Beth Whiteman has been visiting division meetings to introduce herself as the go-to person. She wants to hear about alternative course offerings and desires to improve group advising. Discussion followed about having her and possibly Warren Brookson represent advising on the USI team in hopes of getting a steady representative.

 Registration: Summer and Fall **Schedules**both available online on Monday, February 23.

Priority registration begins two weeks later. Per Stella:  Priority registration begins March 9 and open registration, for all students, begins March 23.

 Testing: Discussion concerned the English Composition score of 3. Most believe this should denote an English 081 placement. Instead, it puts the student in 091. Pamela and Stephanie intend to survey how students who score a 3 are doing.

 Also, Laurie Cigan announced that the new math modules will be in place a year from Fall 2015. This has been a 3 ½ year venture. This Fall, PVCC piloted just the materials in the 08/09 levels.

 Financial Aid: No representative.

**2. Staff Training/Instruction: Pam, Maribeth, Lili, Lori, Michaelle, Stephanie, Mary, Denise**

a. The USI sponsored workshop “What I Really Want to Know…” offered during Spring Learning Week was a success. We will do something similar in Fall, probably called The Two Mikes and focusing on faculty, both residential and adjunct.

b. The proposed brown bag session on Boot Camps no longer seems desirable. Discussion followed on growing participation – both residential and adjunct – in the Arizona chapter of NADE. If there is to be a once a year conference sponsored by AADE, PVCC needs to always have a workshop offering.

c. Michaelle Shadburne reported that The College Learning Summit in June will be at Wildhorse Pass. Paul Dale requested that we considered putting in for workshops. Here is the link: <http://www.league.org/ls2015/cfp/cfp_page1.cfm> Also, if considering attendance, get your request in early.

**3. Marketing: Pam, Maribeth, Jacqueline Michaelle, Lori, Lili, and Denise**

a. Newsletter: We are aiming for a completed issue in May. It will be available in the Welcome Center and such places. This letter will emphasis offerings and what new students – especially Dev-Ed – need to know.

Assignments: Marianne (the what and why of a college success class) Stephanie Polliard (Learning Community) Pamela (8 week fast track 091/101 and Beth Whiteman Q and A)

We need a math article, as well as a cartoon and crossword… volunteers?

Due date is the April meeting.

b. Website: Nothing new to report. Still a work in progress.

**4. Students with Disabilities: Stephani, Pamela, Mary, and Denise**

 Stephani reported that a soft launch of the seamless transfer prototype is almost ready to occur. Content experts still need to approve.

**5. AADE**

Many USI members attended.

**6. NADE**

Pamela, Mary, and others attended a one-day workshop about NADE certification. At this time, talks are in process.

Minutes March 27, 2015 USI

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| **Pamela Osback** **Jacqueline Fernandez****Linda Malay****Marianne Auten** **Maribeth Marquard**  | **Shephani Wolfe****Laurie Cigan** | **Denise DiGianfilippo Julie Hamel****Amy Woodbeck Mary Early****Brenda Hitesman Marta Reichenbach****Kat Johnson Corey Loucey Stacey Rannik Michelle Shadburne****MaryLou Mosley Sheila Beeler Stella Napoles Stephanie Polliard****Lili Kang** |

**1. Process: Pamela, Stacey Marianne, Laurie, Corey**

Advising: Corey Loucey  has accepted another position and will be leaving PVCC in April

 Registration: New Student Orientation has started and is continuing. Sandy McDill, D’Vette Alonzo, and Sharlene Celensky are overseeing.

 Testing: ***Question posed*** “Can a flier be handed over, at the same time students get their test scores, highlighting classes that meet their needs?” ***Answer given*** “Impossible to hand out the potential fliers that might result.” ***Possible solution*** When students receive their test results, there is a paragraph informing them of the class they should take. That paragraph could be edited to include alternate delivery or specific classes based on score.

 Flow Charts: Marianna Auten suggested that with so many alternate selections, there is a need for flow charts for math, English, and reading. They could be given to counseling, advising, disability services, veteran affairs, and testing.

 Financial Aid: No representative.

 Counseling: The Counseling Instructional Council (CIC) has on its next agenda to look at how counseling can help with student success in the new math modules since a district power point about the new math modules made reference to help from counselors.

**2. Staff Training/Instruction: Pam, Maribeth, Lili, Lori, Michaelle, Stephanie, Mary, Denise**

a. Maribeth Marquard will be speaking at a neighboring high school on “Non-judgmental Language. Some discussion followed that maybe this is a future goal… USI should take some of our workshops and even develop workshops to be given at the high school level – and possible at places of business and libraries. Discussion just bare bones right now.

b. USI will put together a Learning Week workshop utilizing the same topic as Spring “Everything You Wanted to Know but Didn’t.” During spring, we didn’t make it to the faculty/classroom questions. For fall, we will have the Two Mikes (Math and English/Reading) and gather questions from both residential and part-time. Linda Malay has offered to gather questions from the English instructors.

**3. Marketing: Pam, Maribeth, Jacqueline Michaelle, Lori, Lili, and Denise**

a. Newsletter: Jacqui and Pam will be meeting in two weeks to put the ‘student’ focused newsletter together. We will bring copies to the April meeting for perusal. Reminder of assignments: Marianne (the what and why of a college success class) Stephanie Polliard (Learning Community) Pamela (8 week fast track 091/101 and Beth Whiteman Q and A)

We need a math article, as well as a cartoon and crossword… volunteers?

b. Website: The draft of USI history will be handed out at the April meeting for perusal. If you have anything to add, please email Pam Osback.

**4. Students with Disabilities: Stephani, Pamela, Mary, and Denise**

 Stephani had nothing new to report.

**5. AADE**

No report

**6. NADE**

No report

**7. Congratulation Notes:** USI would to have a meeting in early summer (probably a lunch) where we sign congratulation cards and mail them to students who started in two or more dev-ed classes and are now ready for all 100 level classes. This endeavor needs to be approved by MaryLou and discussed with John Snelling (as to how we determine who to send to). Some discussion centered on whether or not to send to students who’ve completed but not pre-registered. It was decided that if a congratulations encouraged even one student to take the next level class, it was worth it. Five of six attendees agreed to attend summer luncheon (date to be determined.)

**8.** **Chair for next year**: As the 2014/2015 year comes to an end, it’s time to think about next year. Pamela Osback asked if anyone attending was interested in taking on chair responsibilities for next year. No one volunteered. Pamela said she would put out an email to those unable to attend.

**9.** **Meeting Dates**: Many attending requested that Friday afternoon not be the meeting date for next year.

**10. Maricopa Summer Institute:** MaryLou requested that anyone interested in attending, please contact her by Monday. We brainstormed names. Stacey Rannik and Linda Malay were the only ones put forth.

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Minutes April 24, 2015 USI

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| **Attendees Faculty** | **Administration/Work Unit** | **Not Attending** |
| **Pamela Osback** **Linda Malay****Stephanie Polliard** **Stacey Rannik**  | **Lili Kang** | **Denise DiGianfilippo Julie Hamel****Amy Woodbeck Mary Early****Brenda Hitesman Marta Reichenbach****Kat Johnson Michaelle Shadburne MaryLou Mosley Sheila Beeler Stella Napoles Jacqueline Fernandez****Marianne Auten Maribeth Marquard** **Shephani Wolfe Laurie Cigan** |

**1.** There were no reports from counseling, advising, disabilities, AADE/NADE registration, testing, or financial aid.

 **2**. Fall Learning Week

 - USI is putting together a Q and A panel-type workshop focusing on classroom/student issues.

 - Lily is putting forth a workshop on changes in the library.

**3**. Learning Summit: Michaelle sent out a request today asking that those interested in attending let her know.

**4.**Marketing- Newsletter, we edited the upcoming student issue.

 - Website, we edited and brainstormed the rough draft of the USI history page.

**5**.  The Maricopa Summer Institute: The idea was put forth to acknowledge faculty and staff who attended the institute. Those in attendance agreed. More discussion will follow on how.

**6.** Letter/Certificate: Last meeting, the group agreed to spend time and energy sending ‘congratulations’ to students who completed their final underprepared class. Discussion with Marylou determined that such endeavors in the past had an abundance of returned mail. We will work on another idea.

**7**. Chair for 2015/2016: Pamela reported that no one had contacted her interested in taking over the position, so she would do it another year with the idea that 2016 would see someone else taking the lead. Stephanie Polliard said she was interested. Pam and Stephanie met after the meeting. Pamela will do USI one more year and then Stephanie is willing to take the lead.

**8.** Goals for 2015/2016: Members are encouraged to submit ideas for 2015/16 goals.