Committee Meeting Report

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<th>Committee</th>
<th>Learning Skills Viability Committee</th>
<th>Date</th>
<th>12/02/2013</th>
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<td>Participants</td>
<td>Daniel Marlos, Arax Cohen, Dana Cohen, Alex Davis, Kathleen Beaufait, Dan Walden, Jeffrey Nishimura, Kalynda Webber, Jimmy Guevara, John Freitas</td>
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<td>Guests: Armenuhi Juharyan, Gary Colombo</td>
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Meeting Outcomes

- **Discussions**
  - Committee members will interview the four full-time faculty members at the Learning Skills Center during the Winter intersession. The questions to be asked at the interviews should be designed so that based on the answers the committee can come up with recommendations. One of the questions can be about strengths and weaknesses of the department.
  - A new timeline was created and agreed upon as follows:
    - Open Forum – February 20, 2014
    - Draft report to EPPIC – March 5, 2014
    - Report to Senate – March 6, 2014
    - Vote at EPPIC on final recommendation – March 19, 2014
    - Senate – March 20, 2014
  - Gary Colombo shared with the committee members the data on FTEF by academic areas district wide.

- **Tasks to be completed:**
  - Daniel Marlos will prepare the interview questions for the L. S. faculty and send them to the committee for feedback. Alex Davis, Daniel Marlos, Kathleen Beaufait, and Kalynda Webber will be on the interviewing committee.
  - Dan Walden will work on student survey and send it to the committee for feedback. The survey will be conducted in Spring 2014 semester.
  - Gary Colombo, Jeffrey Nishimura, and John Freitas will conduct a research on similar programs at other colleges.

Adjournment: 4:30pm

Next meeting: November 21, 2013 at 3:00pm in SCI 324P

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