

## **Developmental Educational Coordinating Committee**

### **Meeting Minutes**

*Date of Meeting:* April 1, 2004 – 2:30 p.m.  
*Location:* JCD Conference Room  
*Present:* Marcella Davis, Mary Werner, Dawn Chumley, Tressa Marlow and Dan Schultz.

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The committee discussed what should go in the developmental education faculty notebook. The notebook should make strong suggestions and give lots of ideas including:

- Sample assignments for Writing and Math classes
- Sample syllabi
- Summarized academic material with credit to the source
- Sample course calendar with time frames
- Weekly guide (for class activities to support student success)
- Student Services brochures
- Information on printing (copying facilities)
- College maps (maps of each campus and directions on how to get there)
- General contents of the particular subject (English and Math)
- Policies (ex. testing and retesting policies)
- List of best practices
- A letter of introduction
- A page with the purpose of LASSI test

Discussed the following items concerning part-time faculty:

- Define grading scale
- Discuss with colleagues the grading scale
- Attendance policy to equal 10% of grade
- Calendar planner for students. (Marcella showed the committee a calendar planner that cost \$1.79 each)
- List of characteristics of a good student from the teacher's perspective

It was decided that each member would work to get information on class activities to promote student success in the 15 categories and bring their material to the next meeting.

Discussed the LASSI Test and putting a cross-reference in the back of the notebook to cross-reference with the LASSI.

Marcella stated that the purpose of the LASSI test was to “see the student as a whole person.”

Discussed the possibility of not using the LASSI but using their research and data to verify our students match national research. Dan suggested that each faculty member go back at the end of each semester and look at students who dropped out.

Dawn questioned the grading policy where attendance would equal 10% of the grade. She did not feel comfortable giving students extra grades for attendance. She asked for an explanation and a clearly defined grading policy to equal 10% of the grade. Marcella stated that it could be used as a reward (giving student points) for attending classes or as a punishment (taking away points) for absences. I would just need to equal 10%.

Marcella asked members to please start looking for blending material to bring to the next meeting. The notebooks need to be ready by August 1.

Dan suggested that all full-time and part-time developmental faculty get together and go over the notebook. This could be done in early August.

Marcella announced the first Professional Development Activity for the committee will be on September 17 from 10:00 – 11:00 a.m. Members of the committee will form the panel.

Discussed the possibility of meeting longer for the next few weeks to be sure everything is done before summer.