

Basic Skills Learning Communities: Weekly Attendance Reports

Cohort Lead Name: _____ **Learning Community / Program Name:** _____

Week/Date of Meeting: _____ **Times:** _____ **Location:** _____

At this meeting, the following items were discussed (please check all that apply):

- student progress
 student challenges/interventions
 other:
 upcoming class
 curriculum integration

Cohort Lead: ► Please write all cohort faculty members' names (including your own) in the left hand column below, and collect original signatures from those present at this week's meeting. ► If a member is absent, his/her name should still be included in the left hand column albeit with the signature area left blank. ► Faculty receiving 0.5 coordination units are required to attend weekly meetings; faculty receiving less units are required to attend some, but not all, meetings; faculty not receiving units are encouraged, but not required, to attend weekly meetings. ► Forward completed reports via intercampus mail to Victoria Bañales, English Dept.

LEAD: LIST NAMES OF ALL FACULTY MEMBERS WHO ARE PART OF THIS LC:	FACULTY SIGNATURE (IF PRESENT AT MEETING):	RECEIVING COORD. UNITS?	
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO

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_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO
_____	_____	YES	NO

Submit this form (front & back) once you have completed 4 weekly meetings