

**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday, September 2, 2009
4:30 p.m.
Room 303**

Present				
Frank Rapp	Norma Nunez	Eric Lehtonen	Dave Zielinski	
Gonzalo Huerta	Patti Biley	Lianna Zhao	Tina Aguirre	
Sotero Alvarado	Ed Scheuerell	Frances Beope	Linda Amidon	
Deirdre Rowley	Kseniya Kareva	Kevin White	Leticia Pastrana	

Absent	Visitors	Recorder		
Sydney Rice	None	Martha Navarro		
Kathleen Dorantes				

I. Approval of Minutes

The meeting was called to order at 4:35 p.m. in the Academic Senate room. Minutes of May 5, 2009 were approved as amended.

II. Summer Institute

The meeting began with the discussion of the Summer Success Institute. Frank shared with the committee a power point presentation report reflecting the success and high retention rates. He stated that every class had a high success rate. Out of 92 students enrolled, only 3 dropped from the institute. He shared with the members that the Board was happy with results and in favor of having another BS Success Institute in the winter. Linda notified the committee that the deadline to enter classes in banner for winter/spring is September 15th. Kseniya asked what the rates for the summer success were versus “regular” rates. Frank responded that it was close to 90%. Percentage in regular classes is 70%. The committee feels that students who attend during the summer are more serious. They also agreed that linking PD classes with the other courses was important. Frank shared that a group of math students met at the public library on weekends along with some of the tutors who volunteered their time to assist.

Frank shared with the committee the cost of the Summer Institute. He felt that the incentives help. Ed stated that ESL classes should be incorporated in the next BS Institute. Frank agreed. Ed asked if there is a template that needs to be followed. Frank replied that he just needs to let him know which classes he would like to

teach. Classes need to be picked by the end of next week. Frank reminded the members that the BS Institute is only four weeks. Frank did suggest that although winter classes are Monday thru Friday, the BS institute could run Monday thru Thursday.

Deirdre suggested incorporating BS institute classes into their regular classes in the upcoming spring semester as a test. Frank added linking PD classes into regular classes. Dave stated that if anyone wants to pilot the idea that classes need to be selected by next Wednesday.

Frank stated that the summer institute will be replicated in the winter. The only difference is that they will add ESL classes.

Frances asked if Basic Skills is part of the regular schedule. Eric stated that Math 80 normally has low enrollment. He suggested trimming down regular sections to fill in BS Success Institute classes. The committee briefly discussed the BS Success Institute's enrollment cap of 20 versus the regular classes' enrollment cap of 30. She added that students were not happy about that.

Frank suggested promoting the institute by word of mouth. David agreed and stated it will ensure more students.

III. Expenditure Plans

1. 07/08

Frank let the committee know that there is \$337,055.97 in the BS budget. Linda notified the committee that the 2007/2008 and 2008/2009 budget had already been allocated and that the deadline to use the monies is June 30, 2010. She added that if there will be modifications to both budgets, that they need to be done as soon as possible. Frank asked the members if they should follow the budget plan or make the adjustments. The first thing that needs to be done, Frank added, is that the budget needs to be "cleaned up." There are negative balances and transfers need to be made. Linda added that the division secretaries need to do the transfers in order to take care of the negatives.

2. 08/09

Linda stated that the tentative BS budget for 2008/2009 is \$288,000.

3. 09/10

Frank notified the committee that the deadline to submit the expenditure plan for 2009/2010 is October 15, 2009 or, if submitting a rough draft of the logic module by October 30, 2009.

The committee briefly discussed the reading/writing tutors. Deirdre stated the Reading/Writing Lab will not hire more tutors and the current tutors are not taking any appointments until September 14th. She added that Terry Norris had a

contingency plan to try to get tutors. Tina asked if the tutors are being paid by the district or through BS money. Tina will check with Taylor Ruhl. Deirdre stated that Kathy and Kathleen had a discussion about instructor's donation of one or two office hours to assist students in the tutoring center. If anyone is interested, contact Josue in the Learning Center.

Frank stated that the following members will be the liaisons that will be assisting him with the budget and the next BS institute: Kathleen, Norma, Eric, Leticia and Deirdre. He added that they will have classes selected for the next BS Success Institute by September 15th.

IV. Meeting Times

Frank discussed a couple of conferences and meetings:

> September 17, 18 and 25- BS Coordinator conference

> October 1st & 2nd - San Diego regional BS meeting (sponsored by Academic Senate). They are requesting teams of ten.

The committee went on to discuss the BS meeting times. They agreed to meet the first and third Wednesday of every month. The next BS meeting will be September 16, 4:30pm. The room will be announced at a later date.

V. Other

Frank shared with the committee his experience in the BS Leadership conference. He briefly discussed the logic model his group worked on and presented to the members a draft of the model.

VI. Adjournment

The meeting was adjourned at 5:30 p.m.