

**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday, October 7, 2009
4:30 p.m.
Room 211**

Present	Lianna Zhao	Kseniya Kareva	
Frank Rapp	Eric Lehtonen	Angie Ruiz	
Deirdre Rowley	Frances Beope		
Norma Nunez	David Zielinski		

Absent	Robert Baukholt	Allyn Leon	Recorder
Leticia Pastrana	Kathleen Dorantes	Tina Aguirre	Martha Navarro
Allyn Leon	Ed Scheuerell		Visitors
Jose Velasquez	Patti Biley		None
Sydney Rice	Jose Velasquez		

I. Approval of Minutes

The meeting was called to order at 4:37 pm in room 211. Minutes of September 16, 2009 were corrected and approved as amended.

II. Budgets

- Past
- Present
- Future

The meeting began with Frank distributing an excel spreadsheet that Patty created. The spreadsheet included the basic skills 2009-2010 projected budget with carry-over funds from 2007-2008 and 2008-2009. Frank notified the committee that the deadline to submit the 2009/2010 budget has been extended from October 15, 2009 to October 30, 2009. Frank also notified the committee that this past Monday, according to Juan Cruz, the basic skills budget for 2009/2010 will be \$229,945.00 and stated that for 2010/2011 the budget could be less than \$200,000. Frank clarified that this amount is not reflected on the Basic Skills 2009/2010 Projected Budget he just distribute. He went on to state that the column reflecting the 2009/2010 budget should be \$229, 945 leaving \$45,750.41 as remainder of funds. He added that the majority of funds will be spent on the Basic Skills Summer Institute 2010.

Frank stated that there is money left in the 2007/2008 basic skills budget. If it is not used up by June 30, 2010, it will go back to the state. Between the salaries, math lab tutors and annual one time cost, he added that it will not be a problem if the remaining funds are spent the way it has been laid out. He did mention that the cost of the books may decrease.

The committee went on to discuss the list of old action plans, which a copy of the plan was distributed to each member present. The list contained old plans as well as new and amounts requested. They all agreed that some of the request on the list had to be eliminated and that other plans had priority. Frank notified the committee that some of the items need to be eliminated and as a committee, they all have to figure out which ones. Lianna suggested prioritizing by using a one to five scale, one being the highest and five being the lowest. Frank suggested just going through each, briefly discuss and cross out the items that are not as important. Once the committee decides which plans stay, each member will rate the plans on a scale from one to five on their own and discuss the results it in the next Basic Skills Committee meeting.

The committee agreed to leave the following items on the list to be rated on a scale of one to five and discuss at the next Basic Skills meeting:

Math Workshops

\$275 for preparer

\$165 per attendee

\$food?

- Proposed by Allyn Leon These would fall under staff development for instructors. Ksenyia did not agree that instructors get paid to attend workshops. Frank asked the committee if Allyn's request should be placed in the "back burner." Frank also asked the committee if only the presenter should get paid. Frances asked Frank how many workshops will there be. Frank replied eight workshops, three hours each.

Reading Pods

October/November \$3520

March/April/May \$5280

- Deidre stated that the reading pods is a definite need due to the lack of tutors in the center, which is full of students. Frank asked Deidre to explain to the committee what the reading pod is. Deidre briefly explained that it is an interactive setting between one instructor and three to four students. Frank asked Deidre how would she rate based on the scale the committee agreed to use. David reminded Frank that it would be best to first prioritize the items before rating on a scale. Deidre also stated that there is a piece of software that cost less than \$1000 that she would like to get but she is fine if the committee decides to remove that item from the list. Deidre stated that aside from the Summer Success Institute, the reading lab has not received any funds. Frank asked Deidre if any students who sign up for the reading pods can come from any class and if they fall under basic skills. Deidre replied yes, that she is able to tell by their discussion, tutoring level and conferencing.

Reading in the workplace

\$295 per CD or
\$590 per 5 computer sites or
\$1180 per site license
X5 (x2?)

- Proposed by Angie Ruiz. Reading in the workplace is proposed by Angie Ruiz. She briefly described what the software consist of. It is designed for students who are attending school but need to work.

Writing Pods

\$29,040 (fall/spring)

- Writing pods are proposed by Kathleen Dorantes. Frank asked Deirdre how many instructors are involved in writing pods. Deirdre was not sure but that the schedule in the lab has the instructors who are involved. Norma asked Deirdre how instructors are paid. Deirdre stated they are only paid overload. Deirdre stated that the pods will be from March to the end of May. She added that the pods would not get going if they began in February because there are too many things going on.

ESL Books

\$1600 (190 x 7.25)

- Proposed by Leticia.Pastrana

Pronunciation Power 1+2

\$5500

Instructional Development texts

\$3653.49

Basic Skills class sets

\$\$36,964.67

Part time Instructional Specialist for students on probation

- This project was proposed by Norma Nunez. Norma stated that she is not requesting any money to work on this project. She is asking the committee to leave the remaining funds originally awarded alone, since they will be following up this semester. She added that all she wants is to complete this project.

III. Other

The committee went on to discuss on how to go about following up on students who have attended the summer success institute. Frances suggested comparing the data compiled and compare it to a controlled group. For example, a group who has not taken a writing pod compared with a group who has attended the summer success institute. She added it would be a good way to find out if the efforts are worth while. She suggested breaking the study by gender and Ethnicity. Norma shared with the committee a report called Partnership for Academic Success and Support (PASS) in reference to student success. She stated she will provide Frank a copy to see if the committee can do something similar to measure the success of the institute. Frank asked Deirdre if there was any data on students attending the writing pods. Deirdre replied that data is available and Kathleen has data on number of students and when they meet but no information on success. Lianna stated that the data is there, it just needs to be compared.

The committee discussed the upcoming winter success institute. Frances asked Frank if the enrollment cap will remain at twenty students. Frank replied yes and it's better if it's kept at twenty because increasing the number of students will mean that the number of tutors will need to be increase. Frances stated that Sotero may help. Sotero responded that he will be available between the hours of 8:00 am and 4:00 pm during the winter session. Frank asked if there was going to be a problem in utilizing the math lab during the winter success institute. Eric responded that he will look into it.

Lianna asked Frank if ongoing expenses will be ongoing. Frank replied yes. Eric stated we are legally committee to pay any items on the budget list. If there are any ongoing expenses, the committee needs to figure out what the ongoing expenses for the next three years are.

IV. Adjournment

The meeting was adjourned at 5:56 p.m.