BASIC SKILLS INITIATIVE COMMITTEE

MINUTES

Wednesday, November 4, 2009 4:30 p.m. Board Room

Present	Kseniya Kareva	Sotero Alvarado	Audrey Morris
Kathy Berry	Lisa Solomon	Norma Nunez	Angie Ruiz
Frank Rapp	Deirdre Rowley	Patty Robles	
Lianna Zhao	David Zielinski	Kathleen Dorantes	

Absent	Leticia Pastrana	Visitors	Recorder
Allyn Leon	Mardjan Shokoufi		Martha Navarro
Ed Scheuerell	Patti Biley		
Eric Lehtonen	Robert Baukholt		
Frances Beope	Sydney Rice		

I Approval of Minutes

No minutes were approved as no minutes were taken on the last basic skills meeting held October 21, 2009. The members agreed to review the minutes of October 7, 2009 on the next basic skills meeting.

II. Old Business

- 1. 2009-2010 Action Plan
- **2. 2009-2010 Expenditure Plan**

Frank stated that the 2009/2010 Action and Expenditure plans are completed. He asked the members if they had any questions on the Action and Expenditure plans he emailed on Friday, October 30th. Kseniya asked if the ESL position was being paid with Basic Skills funds and if the position would still be kept next year. Frank stated that the position is being paid with old funds and the 2009/2010 Action and Expenditure plan will ensure the Math position but not the ESL. Patty added that the salary was paid from 2008/2009 carry over funds.

III. New Business

- 1. Action Plans
- 2. Expenditure Plans

Frank shared with the members that in 2010/2011 there will be a cut in basic funds. He added that instead of receiving the approximate sum of \$300,000, we will probably see \$200,000. He added that Basic Skills funding may go away and they need to plan for the future in order to serve students.

Frank distributed to the members a list of eight questions and asked the members to think about the eight items referenced on the list. During the meeting, Frank and the members discussed questions one, three, four, five and seven:

- Do we want a mission statement?
 >Lisa Solomon suggested if there is an early version of one mission, to edit in order to create a cleaner version; Frank added if there is not one, to create a mission statement.
- How should we approach following through on all of out action plans?
- Do we want a system for reporting spending? For reporting data?
 >Frank asked the members if they should give reports or have a way on reporting data on their reports. Deirdre stated that it would be easier to report at every meeting. Lisa suggested reporting once a month the finances spent on campus. Kathleen agreed with Lisa in regards to report where the basic skills money is going. Norma would like to know if there is a follow –up on the students who participate in the writing pods.
- What do we need data on? What data?

 >Frank asked the members if a focus group should be created to look for data. He added that some of the data they should look for is on retention, success, the length of time to transfer. Angie suggested creating an excel spreadsheet to input class rates and then compare results with the Chancellor's office. The members discussed why the internal data is not matching the Chancellor's office data. They added that the committee should be looking at the data, for instance, English and Math Instructors. Frank asked who looks at the data. Kathy Berry replied that the Chancellor's office does. Kathy notified the members that Dawn Chun can assist with the data. All Dawn needs is the course and semester information.
- What do we wish to do in regard to staff development for Basic Skills?

 >Frank asked the members to brainstorm and come up with ideas to create staff development even if basic skills funds are not available. Deirdre expressed that giving up office by appointment hours to participate in SLO's was unpopular. Deirdre asked if it was possible to participate in staff development instead of paying instructors. Kathy suggested to the members when attending conferences, to share the information learned with others. One idea Katy suggested is placing the information on our website. Frank added to do a power point presentation and share with the other divisions. Kathy stated that individuals will attend workshops if an incentive, such as food, is provided, even if the full day is not paid.
- What are our long term goals? (How do we define long term?) short term goals? (short term?)

• How do we wish to handle the roll over money? Leave it to faculty and/or Institutes? Open it up for proposals?

>Kathy reminded the members that any time someone is hired using basic skills monies, we are committed to utilize the money to pay who we hired as long as the categorical funds are available. She went on to state that those fund need to come off from the top first when working on the expenditure plans or you will not have enough money for the following year. Kathy added that there are times when the funding ends, some categorical positions become district positions. Kseniya asked Kathy how many instructors were hired with Basic Skills funds. Kathy responded three were hired. Two of the three are two year temp and one is a one year temp. Kathleen stated that she does not recall the math position. Deirdre stated that the second math teaching position was not brought up or approved by the Basic Skills Committee.

>Lianna asked if 2008/2009 carry over funds need to be spent by June 30, 2010. Frank replied that it is a three year cycle. Patty stated that the funds from 2008/2009 will be carried over for one more year. Lianna asked if funds from 2008/2009 can be used on something initially allocated so it could be carry over three years. Frank replied that the problem would be the faculty that was hired. He expressed that they should not fight to be a priority. He added that recent request can be placed on a list and just wait. Patty asked if funds set aside for the institute will be reduced. Frank replied that is one reason the data is needed. For instance, compare results of Basic Skills Institute to the writing pods data to determine which could be cut. Kathy asked if gas card would be provided again during the winter institute. Frank responded that there are some gas cards that were left over from the summer institute. He stated that they can cut back on the lunch vouchers. Frank also stated that just because the 2010 Summer Institute is on the expenditure plan, it does not have to happen.

• How shall we proceed if all of the money is cut?

IV. Other

Frank shared with the members the results of the nine questionnaires he received back. He stated that at best a few saw the program as moderately successful in only one or two ways. The questionnaire was distributed to the Basic Skills Committee, Board of Trustees and Administrators. The questionnaire was in reference to Imperial Valley College's status on a number of aspects of the Basic Skills program. The results of the questionnaire will be used by the basic skills committee to better determine long term and short term goals and to create more effective action plans for the college.

Franks discussed with the members the issues with recoding. According to the ARCC, IVC is four levels below. He stated that the recoding report is due March 1st. If the report is followed accurately, it will correct all previous reports.

David distributed a flyer inviting members to the Imperial Valley Cal-PASS Professional Learning Council Kickoff being held on Thursday, November 12. David shared with the members the purpose of the meeting, which is to create two professional learning councils, one in math and one in English. David also explained to the members what Cal-PASS is. He added that Cal-PASS started in Grossmont College and it is now in 55 counties in the state of California.

The committee agreed to meet the first and third Wednesday of each month.

V. Adjournment

Meeting adjourned at 5:30pm