# BASIC SKILLS INITIATIVE COMMITTEE MINUTES

February 28, 2008 2:00 p.m.

#### **PRESENT**

John McClain David Zielinski Kathleen Dorantes Jose Lopez

Ed Scheuerell Bruce Seivertson Kathy Berry

## **ABSENT**

## **VISITORS**

## **RECORDER**

Linda Amidon

## 1. Self-Assessment-planning

# a. March 7, 1:30 p.m.

Mardjan notified the members that she is open for ideas from IVC community.

#### b. Format

Kathleen asked members to come up with ideas.

## 2. Update on Basic Skills Coordinator position

Kathy stated that per Suzanne Gretz, needs mou to CTA and then to Academic Senate. Kathleen will email position description to Kathy for preparation of mou.

## 3. Auto tech presentation-Jose Lopez

## a. Learning community

Jose Lopez stated that there are problems with technical, writing, communication and service. Suggested manuals on how they can assist students. Kathleen asked what areas. Jose distributed a handout on symbols and definitions. Ed stated that they do not need extra classes, to use office by appointment hours for study groups. First avenue is to use office hours. Learning community to be paired with existing classes. Norma suggested adding English prerequisites. Currently, non exist for AUT classes. Jose Lopez stated that most students are taking English classes. Jose Velasquez added that technical wiring classes would be helpful. Dave stated that that class assumes a degree of competency. Bruce asked what kind of lab facilities was available. Kathy stated that learning communities would

be forced to take English classes. Dave commented that it concurs with Ed's reference to office by appoint hours. Dave added that per Josue Verduzco, "students afraid of instructors." Ed commented that there should be ways to convince students to visit instructors. Mardjan stated that the math department offers workshops for final exams.

Ed asked which error correction method is best for students, that all are equally bad. He stated that individualized error correction works best. John suggested English instructors working with AUT instructors.

Jose recommended analyzing textbooks because technical terms are involved. He added that national exam will indicate English level required. Dave asked what the percentage of students. Jose replied 50%. Ed suggested checking AUT student schedules.

Kathy stated that the VETCA fund targets are being set by the state and that IVC must meet the target. If the target is not reached by the fourth attempt, the state will take over the program. Students need to be analyzed as to where they are and we need to work with researcher. Dave stated that they need procedure for building learning communities. Mardjan suggested checking other colleges. Kathy said if they find five colleges with the same preferences, the study is not required. Norma said she would check other school's prerequisites. Ed commented that he would not want to loose students who do not meet prerequisites.

#### b. other?

## 4. Learning communities

a. -Learning communities-fall 2008?

#### -Eng. 101 and Geography 108

Dave and Bruce will continue to talk on how to ling English 101 and Geography 108. Kathy suggested a volunteer basis and to give a pilot. Dave added English 101 with Psychology 101 and so on. Kathy stated that linking will be discussed in division meetings. Basic Skills will be done as well as transfer level courses. Ed stated that it may create scheduling problems. Kathy responded that Grossmont has a separate schedule.

## -ESL grammar and conversation?

Dave stated Ed submitted proposals and items in agenda are those proposals. Ed stated that already a little learning community would work with code. Kathy added if you enroll in one, you must enroll in others same thing if you drop, you must drop other. Kathy added that it will be tried in the Fall and needs to be done with in next month, before the budget development.

#### -Math 40 and Math 70

Mardjan stated that Math 40, 70 and 80 are linked in the schedule.

## -Eng. 100 and Eng. 89

## -Eng. 98 and Eng. 88 and Learning 800 (pod)/Eng. 51

Kathleen suggested English 051 and 052 with technical learning community, since English 051 is individualized, as a pilot, special sections would need AUT vocabulary. Kathy suggested that Kathleen talked to Patti Biley.

## b. Approved Proposals-updates?

## 1) Mardjan-certificated lab supervisor

Kathy provided status of the math lab.

## 2) Kathleen-writing pod

Kathleen suggested fifteen hours per week, with three to four students per pod. She encouraged Jose to refer students to writing pods.

#### 5. ESL-Ed Scheuerell

#### a. pressing needs for fall 2008?

Efrain wants to press non credit, 96/97 level. He proposed a full time non credit instructor. He added that non credit at higher ESL levels needs to be established and expand on the idea to help Basic Skills students. It will be difficult to implement additional classes without instructors. They would need someone with vested interest in students. Full time instructors are already maxed out and it would be difficult to hire a part time instructor who knows the information. Bruce asked if they have looked into ESL grants to hire more instructors. Kathleen asked Ed if he could provide the costs for books and speaker.

#### b. see attachment

## 6. Other

Bruce discussed the presentation regarding learning communities with the AJ program or advancement. He stated that everyone would participate in such program. Dave added that it's a country wide outreach program. Some of the participants are the Border Patrol and Sherriff.

The members agreed to meet on March 6 at 2:00 p.m.

The meeting was adjourned at 3:00 p.m.