

BASIC SKILLS INITIATIVE COMMITTEE MINUTES

Wednesday March 28, 2012 1:30 p.m. Room 2724

Frank Rapp called the meeting to order at 1:35 p.m.

Basic Skills members in attendance were as follows:

Frank Rapp, Basic Skills Coordinator
David Zielinski, Faculty Representative for writing
Kseniya Gregory, ESL Department Chair
Betsy Riehle, Faculty Representative for Math
Nancy Lay, Faculty Representative for Reading
Michael Heumann, English Department Chair
Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline

Basic Skills members not in attendance were as follows

Frank Miranda, Faculty Representative for Career Technical Norma Nunez, Representative for Counseling

Others Present:

Brian McNeece, Dean of Arts/Letters
Allyn Leon, Math Instructor
Terry Norris, Tutorial Specialist
Dixie Krimm, Assistant/Curriculum Specialist
Carolyn Bennett, Math Lab Tutorial Specialist

Recorder

Martha Navarro

APPROVAL OF MINUTES OF 22 February 2012

M/S/C (Lisa Solomon/Michael Heumann) to approve minutes of February 22, 2012 as corrected. Motion carried

Discussion Items

1. <u>Data Collection</u> – Brian McNeece – Brian shared data information learned at a webinar that he and Kseniya recently sat through. The webinar was on data collected through Management Information System Datamart, which tracks basic skills progress. After reviewing the data, Brian discovered that basic skills data needs to be reviewed due to inconsistencies.

Kseniya presented the coding and meaning of the CB21, course prior to transfer level. It indicates course level below transfer status for ESL and integrated courses, and she explained that the codes did not seem appropriately designated for ESL classes. Kseniya stated that the problem is that the CB21 data is inconsistent.

Dixie stated that the rubrics need to be examined. Dixie briefly discussed the process of pulling data for the MIS report from our Banner system. Brian suggested meeting with Dixie and Betsy Montero to determine where or

how Bettsie come up with the MIS report data. Frank asked members if they can get together to assess data. David added that the data being assessed is also important for SLOs.

- 2. <u>Service Area Outcomes</u> Frank asked the members if they were satisfied with David's five SAOs presented during the previous Basic Skills meeting. The members agreed and Frank will forward the five SAO's to Toni Pfister.
- 3. <u>Basic Skills Funding</u> Frank explained that he had been informed that Jill Kitzmiller's pay will be 50% district and 50% basic skills beginning with the 12-13 academic year. Frank also stated that he was not sure if the benefits were going to remain 50% basic skills and 50% district. Brian stated that there was a possibility of the division being able to fund Kevin Howell's position beginning with the 12-13 year.

Dixie explained that left over funds from 2009-2010 must be spent by June 2012. She also explained that for the 2011-2012 year, the original allocation was estimated to be \$230, 259.00 and the committee received \$250,298.00, which is a difference of \$20,039.00. This will cover the 2012-2013 academic year. Dixie also explained that the cost to cover salaries and benefits at the current rates will be \$232,400.00, leaving a balance of \$17,898.00. Combining 2010-2011 and 2011-2012 leftover monies, approximately \$45,000.00 will remain. Dixie stressed that this figure ultimately depends on CTA negotiations.

4. <u>Rubrics for Basic Skills Proposals</u> -- Frank distributed rubrics from other colleges so the committee can get ideas on criteria to judge proposals. The sample had a scale of 1-4, with 1 being low and 4 being high. Frank also stated that there needs to be a system when it comes to proposals. Frank proposed that as a group, they need to come up with a rubric for proposals.

David proposed using funds for staff development, not just software. He added that it is a deficiency skill in our report.

Kseniya stated that part time faculty is in need of training and suggested at least one hour of training. Kseniya stated that she didn't realize the need until she got to evaluate some of the part time faculty. Brian agreed with Kseniya.

Betsy stated she would like to see some proposals take effect this coming fall. Brian suggested meeting on professional development day. Betsy replied that not all faculty will be on campus. Frank stated that by April, the Committee should be aware of how much funds are available. Betsy asked if proposals can begin in April. Frank responded yes but only if there are enough funds and the rubric is set up. Frank asked the members to please consider the rubric for the next meeting.

5. Other – Frank briefly discussed the future of the Basic Skills Committee. Some concerns were if the Committee will still have the same members, the same meeting time, and the same Basic Skills Coordinator. Frank stated that he is bringing up this subject in case anyone is interested in being the Basic Skills Coordinator.

ADJOURNMENT

The meeting was adjourned at 2:26 p.m.