



**BASIC SKILLS INITIATIVE COMMITTEE  
MINUTES  
Wednesday January 23, 2013, 1:30 p.m.  
Room 1704**

Frank Rapp called the meeting to order at 1:30 p.m.

**Basic Skills members in attendance were as follows:**

Frank Rapp, Basic Skills Coordinator  
Nancy Lay, Faculty Representative for Reading  
David Zielinski, Faculty Representative for writing  
Frank Miranda, Faculty Representative for Career Technical  
Norma Nunez, Representative for Counseling  
Betsy Riehle, Faculty Representative for Math  
Lisa Solomon, Faculty Representative, Non-Basic Skills Discipline

**Basic Skills members not in attendance were as follows**

Leticia Pastrana, ESL Department Chair  
Dr. James Patterson, English Department Chair

**Others Present:**

Caroline Bennett, Math Lab Tutorial Specialist  
Daniel Gilison, Biology Instructor/SME Department Chair  
Jill Nelipovich, Institutional Researcher and Grants Coordinator  
Sydney Rice, ESL Instructor

**Recorder**

Martha Navarro

**APPROVAL OF MINUTES OF 28 November 2012**

*M/S/C (Norma Nunez / David Zielinski) to approve minutes of November 28, 2012.*

*Motion carried*

**ACTION ITEMS**

*M/S/C (Lisa Solomon/Norma Nunez) approve reimbursement of funds for Sydney Rice in the amount of \$397.99.*

1. **Approval of Travel Reimbursement** – Sydney Rice explained that it was too late for her department to cover the \$397.99; therefore, Brian McNeece suggested talking to the BSI committee to request funds. Frank confirmed that there is a travel line item in the budget.

Sydney explained the CATESOL conference in Oakland and her involvement as a committee member. Sydney clarified that the conference was in Oakland and not in Long Beach. She added that this year's

CATESOL conference will be held in San Diego this October, so she will not be requesting air travel funds.

Betsy Riehle stated that based on the CATESOL information Sydney provided, it is pertinent information and Basic Skills could benefit from it.

David suggested that any member attending a conference should share information on the presentation with the Committee.

The members suggested establishing a group policy or stipulation to approve any travel request. They would like any travel request to be submitted in advance. Also, if the member spends more than the amount approved, he or she will have to cover the remaining amount. The members agreed to put it as an action item for the next meeting.

### **Discussion Items:**

1. *Systematic Data Assessment* – Frank reminded members to be more proactive in getting data from Jill Nelipovich. Jill stated that the data from the Chancellors office is not accurate; therefore, she is not able to validate the numbers. Jill will talk to someone in the Chancellors office regarding this issue. Frank would like to meet with the members on March 13, 2013 to discuss any issues in collecting data. Jill stated that she may not be available on that day. David suggested scheduling the meeting anyway, just to start moving forward. Frank reminded members to collect data from Jill before the March 13<sup>th</sup> meeting.
2. *Staff Development* – Frank stated that the campus hour would be an opportunity to have staff development. He would like members to work collectively to make Basic Skills better. One of the staff development ideas the members discussed was the writing placement test workshop.
3. *ESL/Basic Skills Grant* – Frank shared with members a new grant award application package. They must apply in order to be considered. The deadline is February 15, 2013. The program will need one person from administration as a contact and one to oversee. Jill suggested working together to get the grant application submitted.
4. *Campus Hour* – Frank stated the campus hour would be a good way to educate faculty to understand what the Basic Skills Committee is all about. Frank read a list of activities provided by representative, Lisa Brewster, to see if members would be interested. Some of the activities included, but were not limited, to the RAP (Reading Apprenticeship contract), curriculum redesign and virtual networking. He also suggested doing some of these activities during the campus hour. The members agreed to the list of activities.
5. *Other* – The members briefly discussed the math and tutor labs. Norma stated Todd Finnell is working on getting both labs centralized. Betsy explained the difference between the math lab and math tutoring in the library.

### **ADJOURNMENT**

The meeting was adjourned at 2:30 p.m.