

**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday, March 3, 2010
4:30 p.m.
Room 211**

Present	Kseniya Kareva	Sotero Alvarado	Visitors
Kathleen Dorantes	Lisa Solomon	Norma Nunez	none
Frank Rapp	Deirdre Rowley	Dixie Krimm	
Lianna Zhao	David Zielinski		

Absent	Leticia Pastrana	Angie Ruiz	Recorder
Allyn Leon	Kathy Berry	Patti Biley	Martha Navarro
Ed Scheuerell	Eric Lehtonen		
Patty Robles	Robert Baukholt		
Frances Beope	Sydney Rice		

I. Approval of Minutes

The meeting was called to order at 4:35 p.m. in room 211. Minutes of February 17th, 2010 were approved as amended.

II. Old Business

1. Mission Statement: The meeting began with the discussion of the Basic Skills mission statement. Frank informed the members that the Basic Skills mission statement is incomplete as of now. Frank asked the members between now and the next Basic Skills meeting, that each member come up with one mission they believe reflects the Basic Skills committee. Kseniya distributed copies of mission statements from other colleges.

2. Winter Success Institute: Frank reported the following comparative data, provided by Matthew Thale of Academic Services:

	BSI Institute			Non-BS Institute		
	Average Grade	Success Rate	Retention Rate	Average Grade	Success Rate	Retention Rate
ENGL 86	3.125	100%	100%	2.5	60%	73.30%
ENGL 87	3.00	100%	100%	2.79	80%	77.80%
ENGL 88	3.22	89%	100%	2.67	82%	88.7
ENGL 96	3.00	83%	83.30%	2.56	71%	90.2
ENGL 97	3.00	90%	90.90%	2.55	83%	91.7
ENGL 98	2.07	50%	81.20%	2.46	74%	88.5
ESL 023	3.24	80%	80.00%	3.29	93%	93.3
ESL 024	2.6	83%	83.30%	No Other Winter ESL 024 offered		n/a
Math 070	3.25	88%	94.10%	2.22	59%	82.5
Math 80	2.39	73%	94.70%	2.79	90%	95.1

The average grade is calculated where A = 4, B = 3, C = 2, D = 1, F = 0, and drops are not counted. Success rate is calculated as all students who receive a grade of C, or better. Students who drop are not considered as a success.

The committee agreed that individual attention, constant support and small class cap contributed to the success of the summer and winter institute. Deirdre suggested adding a 3 ½ unit class and have the instructor one day in the classroom and the other day in the lab. She explained being in the lab to assist students as they work is an immediate teaching effect. Frank replied that there are some logistics that need to be looked at, for instance, the instructor's load.

Lisa asked the members how much quantify data there is in order to make a suggestion to Administration about lowering the class cap on some of the courses. Norma stated if they were to lower the class cap on some courses, students will have a difficult time getting classes. Kseniya added that it makes sense to have a small class size during the institute but not during a regular semester. Deirdre suggested the idea of using Basic Skills funds to provide a tutor in Basic Skills courses during the regular semester. She explained the idea of having adjuncts as tutors. Frank suggested submitting the idea as a proposal.

III. New Business

1. Math Lab Specialist: Lianna asked Frank if Sotero Alvarado will continue to be a full time temp as the Math Lab Specialist or try to employ him under a one year contract. Lianna requested a decision in order for the Math department to move forward. Frank replied that, according to Kathy Berry, they have to consider their obligations to the other two instructors and then go from there. He added that he would like to discuss this issue on the March 17th Basic Skills meeting because the budget needs to be reviewed first.

Deidre asked if instructors who are funded through Basic Skills funds are teaching Basic Skills classes. Sotero stated that both Jill Kitzmiller and he are teaching Basic Skills courses. Kathleen asked Frank why the other two instructors were not on the agenda. Frank explained because their positions are guaranteed and Sotero's is only a one year contract. Lianna stated she had asked Kathy if Sotero's position can be changed to a permanent one. Lianna added that Kathy told her to add the request on the agenda. Lianna explained that in 2007/2008 the Math Lab Position was advertised but no one was hired due to lack of experience. Lianna is now requesting an open search for the Math Lab Specialist so Sotero can apply. Frank said, because Patty is absent today, that this subject will have to be discussed again on the next BSI meeting.

2. Workshop Calendar

Frank informed the committee of a couple of Basic Skills workshop dates, including one that was going to be held at IVC on March 19th but it was cancelled. These workshops are open to anyone teaching in the San Diego and Imperial Valley County. Frank added that San Diego instructors signed up because they have flex hours to complete. The workshop dates and locations are as follows:

- March 19, Cuyamaca College, "Reading Apprenticeship"
- March 26, Southwest College, "Technology Tools in the Classroom"
- April 9, Orange County (location TBD), "An Investigation into factors Affecting Student Completion"
- April 30, Southwestern College, "The Substance and Process of Writing: Our Writing Toolbox"
- May 7, Location TBD, "Tools for Helping Students Understand What They Read in Your Classroom"
- May 14, Miramar College, "An inquiry into developing a syllabus"
- May 21, Location TBD, "Exemplary Teaching in Developmental Math"

Frank encouraged instructors to attend. He explained that they will not get flex credit and does not know if the Basic Skills budget can cover some of the expenses. Frank also explained if any money is left over from the Basic Skills budget is to cover the Cal- PASS invoice.

IV. Other

Frank shared with the members that Dr. Ruhl emailed him to let him know that the library now has two copies of the Poppy book. Kathleen stated that it is also available online.

Frank briefly discussed the Bridging Research, Information, and Cultures Initiative (BRIC) application he volunteered to write. If selected, IVC will be working with three colleges to more effectively use data. Frank will know by the end of March if IVC gets selected.

The committee agreed to meet on Wednesday, March 17 at 4:30 p.m.

V. Adjournment

The meeting was adjourned at 5:39pm