

**BASIC SKILLS INITIATIVE COMMITTEE  
MINUTES**

**Wednesday, May 05, 2010  
4:30 p.m.  
English Conference Room  
Room 2780F**

<b>Present</b>			<b>Visitors</b>
Kathleen Dorantes	Sotero Alvarado		none
Frank Rapp	Betsy Riehle		
Norma Nunez	Angie Ruiz		

<b>Absent</b>			<b>Recorder</b>
Allyn Leon	Kathy Berry	Deirdre Rowley	Martha Navarro
Ed Scheuerell	Eric Lehtonen	Lianna Zhao	
Patti Biley	Robert Baukholt	David Zielinski	
Frances Beope	Sydney Rice		

**I. Approval of Minutes**

The meeting was called to order at 4:38 p.m. in room 2780F. Minutes of April 21, 2010 were approved.

**II. Old Business**

**1. Budget-** Frank distributed copies of the budget. The budget remains the same as the one presented in the March 17<sup>th</sup> Basic Skills meeting. Frank pointed out that there are still ongoing and pending items. Norma questioned some of the pending items, for instance, the Full Time Winter Teaching (English), Part Time Winter Teaching (English), Full Time Winter Teaching (Math) and Part Time Teaching (Math). Norma stated that those pending items should have gone through. Martha notified Norma that she will confirm with Dixie about the pending items. Kseniya asked Frank if he had release time or a stipend contract. Frank replied that he has six hours of release time.

**2. Reports**

Kathleen presented and distributed copies of the writing pod report for the spring semester. Kathleen summarized the following information:

As of May 5<sup>th</sup>:

- ›The total number of students who have attended the writing pods so far is 91
- ›The total number of visits, including repeats is 229
- ›The total hours students have logged into the writing pods are 190.31
- ›The numbers of writing pod instructors are four
- ›The hours of pods offered per week are twenty
- ›The total cost of the spring semester program is \$12,540

Kseniya reported on the pronunciation software. She stated that there are five levels of pronunciation. Kseniya would like all instructors to assist in matching the course objectives and units they cover in class with the lessons in the software. Doing so would be especially helpful for adjuncts. Frank suggested this would be a good idea for

staff development. Kseniya added that the software is installed in twenty computers on main campus and twenty at the Calexico external campus. Angie asked if the software can be installed in room 803. Kseniya stated that an additional license would need to be purchased. Kseniya wants to get instructor's feedback on the software so she can present it on her next report.

Sotero reported data on math 70/80 workshops. His analysis was to compare frequent workshop participants with the general student body. These groups took Math 70 or 80 between fall 2006 and summer 2009. Sotero's conclusion was that 91% of the frequent workshop participants passed their courses with a C or better. In contrast, only 54% of the general student body passed Math 70 or 80 with a C or better. In addition to the data, Sotero also explained in his report the assistance students get while in the Math lab. Some of the help includes:

- ›Assistance from the Math Lab Tutorial Specialist or tutor
- ›Detailed review of each chapter
- ›Review sheets that include vocabulary words and formulas necessary to complete their exercises
- ›Receive previous common exams to study before their real exam
- ›Receive final exam review worksheet based on problems found in the old common exams

### **3. Membership**

The committee briefly discussed the voting member list. Kathleen shared Eric's recommendation to add the Dean of Science Math/Engineering to the list as a voting member. The members agreed that the list should be forwarded to Academic Senate so they can make a decision. Frank stated that they should revisit the subject.

## **III. New Business**

### **1. Grants**

Betsy will email Frank links to sites regarding grants.

### **2. Staff Development**

Frank stated that he would like to revisit the issue at the next Basic Skills meeting.

## **IV. Other**

Kathleen briefly shared with the members her visit to Grossmont College. The visit was in reference to linked courses. Kathleen explained that students are more committed to the classes and that the success and retention rates are higher. She suggested making a group visit to Grossmont College in the early fall. Kathleen added she felt inspired after returning from her visit.

Sotero volunteered to create a group portal on the website for Basic Skills discussion. Frank shared with the members that he will be attending a conference on student retention on Friday, May 7<sup>th</sup>. Betsy asked about the status of Sotero's position. Frank will talk to Kathy about the issue.

## **V. Adjournment**

The meeting was adjourned at 5:55pm. The Basic Skills committee will meet again on May 19<sup>th</sup> at 4:30p.m.