



**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES**

Wednesday November 24, 2010

1:30 p.m.

Room 2722

Frank Rapp called the meeting to order at 1:40 p.m.

Basic Skills members in attendance were as follows:

Frank Rapp, Basic Skills Coordinator
David Zielinski, Faculty Representative for writing
Kseniya Kareva, ESL Department Chair
Eric Lehtonen, Math Department Chair
Michael Heumann, English Department Chair
Frank Miranda, Faculty Representative for Career Technical
Deirdre Rowley, Faculty Representative for Reading

Basic Skills members not in attendance were as follows

Norma Nunez, Representative for Counseling
Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline
Betsy Riehle, Faculty Representative for Math

Others Present:

Terry Norris, Tutorial Specialist
Brian McNeece, Dean of Arts/Letters

Recorder

Martha Navarro

MEMBERSHIP CHANGES

There were no changes. Kseniya shared with all members that Kevin Howell will be able to attend the Basic Skills meetings starting in the spring.

APPROVAL OF MINUTES OF 27 OCTOBER 2010

M/S/C (Eric Lehtonen/Michael Heumann) to approve minutes of October 27, 2010.

COORDINATOR'S REPORT

DISCUSSION

1. Professional Development Book Club-- Frank shared with the members that the book club has met. They read and discussed the chapter introduction. The book club will meet again on December 9th, 1:30 p.m. Frank added that Eric Lehtonen will be in charge of the next presentation. The online discussion group is still to be set up.

2. Educational Master Plan-- Frank stated that he had referenced the increase of student success and retention as part of the Educational Master Plan. Frank also said that these increases could be placed under long term goals in the Action Plan.

ACTION ITEMS

1. 2010-2011 Action Plan

a. *ESL Department BSI Funds Requests*: Kseniya presented the following three request to the members:

- 20 licenses for Pronunciation Power 1+2 = $(\$153 \times 20 + \$50) = \$3110$ (licenses plus shipping).
- Lab Assistant for Calxico = 5k
- Subscription for News for YouOnline = \$249.95 (48 weeks subscription, a single password allows multiple users access).

b. *Writing Pods*: The English department presented the following request:

- \$13,200 to be used from Basic Skills money to continue the Writing Pod program for spring 2011. The funds would allow twenty hours of writing pods to meet for twelve weeks a semester (week 4-15) at \$55/hour:

<u>Hours x weeks x \$55</u>	<u>Total</u>
20 x 12 weeks x \$55/hr	\$13,200

c. *One Unit Development Courses*-- David Zielinski presented the following proposals:

1. Modular Classes (One-Unit Specialized Developmental Courses)
2. Learning Communities (to include paired courses)
3. Staff Development (Learning Communities, Online and Off)
4. Faculty Advising
5. Data Gathering and Analysis to improve student outcomes)

David's proposals were also sent via email by Frank to the committee members for review.

During the Basic Skills meeting, Brian McNeece gave a power point presentation on the AIP Program (Accelerated Learning Project). The program was conducted in a community college three to four years ago. The project was paid through a grant. University of Columbia conducted the study on the success of the program. The AIP entails taking English 101 concurrently with English 052. Students must take both. The class was taught by the same instructor. It was a three unit class but the instructor was only paid for two units. The students had to take six units. The class cap was eight. Based on four semesters of data and 227 students, compared to the traditional developmental writing:

- ALP doubles the success rate
- cuts the attrition rate in half
- does it in half the time
- at slightly less cost per successful student

Brian suggested creating the same program as a pilot but the class cap to be twelve. The pilot without overload would cost \$5200 (offer two classes at \$2600 per class). He would like to use Basic Skills money to pay for the program. Brian suggested using the same course outline. Michael shared with the members that he enjoyed the summer institute because of the personalized attention and Brian's approach would be a good way to go. Deirdre suggested starting the program with eight students. Frank expressed concern on banner issues. Michael said he would speak with Todd Finnell or Jeff Cantwell. Michael added if they are not able to get around it, they will just create a new course.

***The members accept the action plan proposals to be placed in the Action Plan.
M/S/C (Michael/Kseniya) to approve the above items.***

2. IVC Basic Skills Action Plan—Long Range Goals--Frank distributed copies of the Basic Skills 2010-2011 projected budget reflecting information on carry-over funds from 2008-2009 and 2009-2010. He also notified the members that he has not received information as to how much Basic Skills money IVC will be receiving. Frank stated that it will be twenty percent less than last year. He will create the action plan based on the same amount as last year. The budget left for this academic year is \$12,132.64. Frank reminded the members that although their proposals will be part of the action plan, it does not mean that they'll go through. The committee must decide which items need to be eliminated from the list during their next Basic Skills meeting. David Zielinski reminded the members that it was agreed that the priority is personnel versus any other items being requested.

Frank will write the action plan with all requests. Michael asked Frank if these need to be prioritized. Frank responded that they will do so in the next meeting. Frank also notified the members that ongoing expenses will remain in the action plan. He will bring the action plan report to the next Basic Skills meeting.

ADJOURNMENT

The meeting was adjourned at 2:40 p.m.