# BASIC SKILLS INIATIVE COMMITTEE MINUTES

## Tuesday, November 8, 2007 2:00 p.m.

## **Instruction Office Conference Room**

**PRESENT** 

Norma Nunez Jose Velasquez Mardjan Shokoufi Bruce Seivertson David Zielinski Lianna Zhao Kathleen Dorantes Kathy Berry

ABSENT

None

**VISITORS** 

None

#### **RECORDER**

Linda Amidon

#### 1. Review of Where We Need to Go

Kathleen expressed concern regarding the direction of the subcommittee. She stated it was her understanding the subcommittee was established for the primary purpose of developing a plan before Thanksgiving. She stated she would like to develop proposals concurrently with the needs assessment.

## 2. <u>Discussion of Self Assessment and How to Proceed; Proposals for Completing Self-Assessment</u>

Dave Zielinski distributed information regarding Skyline College's BSI project and a Report from the RP/Center for Student Success, "Findings from Pilot Community Colleges Using the Institutional Self Assessment Tool for Effective Practices in Basic Skills" (copies attached). He stated that the Skyline College project material gives a sense of guidance, and he suggested it would be a good approach to follow. Further, the Skyline project provides a model with beneficial processes that IVC could borrow; however, the project does get too involved in subcommittees. He suggested that once the grids and timelines are in place, there could be parallel movement. The project requires wide representation of key departments and a common goal.

Kathleen Dorantes presented her proposal for completing the self assessment, which is reflected on the attachment. With regard to the baseline measures, members recommended that Kathy Berry request that Dawn Chun have the data ready for next week. It was also recommended that the division of work by sections be revised as follows:

<u>Section</u>	<u>Individual</u>
Α	Shokoufi/Dorantes Berry
В	Nunez
С	Zielinski
D	Shokoufi ex and Dorantes

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In addition, members proposed that the estimated hours and corresponding extra duty pay be doubled to 100 hours and \$5,000, respectively. Members recognized the need for Kathy's approval of the extra duty pay proposal.

Norma Nunez proposed a process similar to Kathleen's proposal and was based on advice she received from Juan Cruz of the Chancellor's Office: Have subgroups and have faculty to work in each group. A learning services representative should be a member of a subgroup. The CSSO and CIO should be cochairs of the whole group. Dave recommended that this latter item be suggested to Kathy.

It was recommended that Kathleen's proposal be used as a model and that some of the processes in the Skyline BSI project be incorporated.

Dave expressed concern that students are waiting for us to help them. He emphasized the need to implement the basic skills plan soon. Lianna Zhao and Bruce Seivertson shared Dave's concerns, both stating the college needs to move forward. Bruce pointed out that the project should be faculty driven. He stated that the committee needs to visit other colleges and service centers.

### 3. Priorities for 2007/2008 Year

Members reviewed the list of priorities for 2007 – 2008. The list represented the proposals which members had submitted individually, and reviewed, categorized and prioritized as a group. Before reviewing the priorities, members discussed the possibility of visiting other colleges to see what they're doing. Members agreed to telephone and/or visit Oxnard or San Francisco City College and Grossmont-Cuyamaca College. Dave and Bruce will make arrangements to call and/or visit with the colleges, and report to the committee. iscussion regarding each of the priorities included the following:

- *Hiring of coordinator/job description (A).* It was recommended that Kathy call her CIO contacts to request a job description.
- Placement test assessment project (B).
- Staff development workshops <del>(C)</del> (A).
- **Development of Learning Communities (D).** Members agreed that this priority would run concurrently with visits to colleges.
- **ESL conversation groups (D).** Dave will discuss this item with Ed Scheuerell, ESL Coordinator.
- **Study Skills Class (D).** This item would be tied into learning communities. The workshops that Kathleen currently conducts would be a starting point. Members agreed that workshop attendance should be made mandatory for students. Other suggestions were along this same line which included: tie Dave stated he would like to see the workshops/class tied to disciplines in the schedule. Bruce suggested a mandatory college survival course. Kathleen suggested a pilot study skills class,
- Math Lab enhancements (D).
- Writing Lab enhancements (D).
- Reading Lab enhancements (d).

#### 4. Next Meeting

The next meeting will take place at 2:00 p.m. on November 13 in the Technology Center (the Board Room was unavailable). The committee will complete the basic skills online survey, which was due September 20, 2007.

The meeting was adjourned at 3:10 p.m.