

**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
January 10, 2008
2:00 p.m.**

PRESENT

Kathleen Dorantes Bruce Seivertson Mardjan Shokoufi

ABSENT

VISITORS

RECORDER

Linda Amidon

1. Jan. 26 and Feb. 2 self-assessment meetings

a. rooms-

Committee agreed to meet in room 2139

b. times-

The schedule will be:

8:30 a.m.-9:00am Breakfast

9:00 a.m.-12:30 p.m. Meeting

12:30 p.m. Lunch

1:00 p.m. -4:00 p.m. Meeting

c. food-

Breakfast to be provided by Chips & Salsa. Lunch for the January 26th meeting will be held at Daves BBQ and the meeting schedule for February 2nd at Johnny Carinos.

d. compensation-

The compensation is as follows: \$50 for six hours a day.

2. Follow up on Grossmont College trip

The members discussed their thoughts on the Grossmont visit. Mardjan suggested offering Math 40, 70 and 80 back to back as eight week courses, since the focus is for students to progress thru Basic Skills courses quickly. She also discussed the possibility of linking classes and if it can be included in the schedule. For instance, if the student registers for one class, he'll automatically be registered for the next course. Also, if the student cancels one course, the others will be cancelled as well.

a. Learning communities

Kathleen stated that she would devise a lower level reading, writing and lab learning community. Bruce shared with the members about being interested in Geography learning community.

b. other

Mardjan discussed issuing cards to students to enroll in class whenever a tutor assignment is requested. This would allow labs to receive revenue from fees. Kathleen responded that they tried doing the same process in the reading/writing lab but it did not work out. She continued to state that the hassle was not worth it since students do not utilize the lab for extended periods. Students need to be in the lab for a maximum of three hours before the college can make any revenue. Mardjan also stated that Math instructors are not interested in working in the labs.

c. Plans for any further travel

Mardjan briefly discussed a math study skills workshop. The workshop is free, only the travel expense would need to be covered, which would be approximately six-hundred dollars. Mardjan attempted to get one of the consultants to come to our college but no one is willing to come. Lianna stated that anything regarding money should be on the agenda.

Bruce discussed the Academic Senate workshop being held March 27th and 28th. He stated that their target audience was SLO Coordinators.

3. Updates

a. Basic Skills Coordinator job description

The committee briefly discussed the Basic Skills Coordinator position being advertised by Marin College, which is a half time position held by an Instructor.

b. Proposals

1) Mardjan-certificated lab supervisor

Mardjan has completed the job description and announcement for the Math Lab Learning Assistant. She proposes the new Assistant to Start July 1st in the lab.

2) Kathleen-writing pods

Kathleen stated that twenty hours are covered to serve sixty students.

4. Others

Members discussed the next meeting to be held before January 26. They all agreed to meet January 24, 1:00 p.m.

The meeting was adjourned at 2:50 p.m.