BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
January23, 2008
1:00 p.m.

PRESENT

Kathy Berry Kathleen Dorantes Lianna Zhao

ABSENT

VISITORS

RECORDER

Linda Amidon

1. January 26 and February 2 self-assessment meetings

a. room 2139

b. times 8:30-3:30

c. food

d. compensation $300
The committee discussed that all faculty will need to submit an extra duty contract

e. Self-assessment tool-expandable word file
Kathleen stated that she has a fill-in version of the assessment tool. She will email the completed form to the committee for review.

2. Basic Skills Coordinator (50 percent)
Kathy explained that for teaching faculty, 50% is equal to 7.5 lecture units/hours a week. She also stated that office hours are not included in the units. For counseling it would equal to 17.5 units. She will look at the regular job description and bring to the Saturday meeting.

3. Updates

David and Mardjan were not available to provide updates. Kathy stated that Dawn Chun will provide data on Saturday's meeting.

a. Learning communities-fall 2008?
-Eng. 101 and Geography 108
-ESL grammar and conversation?
-Math 40 and Math 70
-Eng. 100 and Eng. 89
-Eng. 98 and Eng. 88 and Learning 800 (pod)

b. Approved Proposals – updates?

1) Mardjan-certificated lab supervisor

2) Kathleen – writing pod
Kathleen has twenty-three hours covered for the writing pod.

3) Lab assistant-extended campus
Efrain has a lab assistant.

4. Other

Kathy discussed the format for Saturday's meeting. They will go through the assessment tool, discuss it and fill in. They will break up in groups for sections. When completed, it will be sent to the divisions. Kathleen explained the process and it should be done late February, early March.

The meeting was adjourned at 1:30 p.m.