BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday September 26, 2012, 1:30 p.m.
Room 2727

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
Leticia Pastrana, ESL Department Chair
Betsy Riehle, Faculty Representative for Math
Nancy Lay, Faculty Representative for Reading
Norma Nunez, Representative for Counseling

Basic Skills members not in attendance were as follows
Frank Miranda, Faculty Representative for Career Technical
David Zielinski, Faculty Representative for writing
Dr. James Patterson, English Department Chair

Others Present:
Caroline Bennett, Math Lab Tutorial Specialist
Daniel Gilison, Biology Instructor/SME Department Chair

Recorder
Martha Navarro

APPROVAL OF MINUTES OF 28 March 2012
M/S/C (/Betsy Riehle/Leticia Pastrana) to approve minutes of August 29, 2012.
Motion carried

1. 2012-2013 BSI Report

- Frank reminded members that the 11-12 ESL BSI Allocation end of the year report is due October 10, 2012.

- Frank presented and went over instructions and form templates for submission of the 2011-2012 Basis Skills allocation end of year report and the 2012-2013 Basic Skills Allocation goals/action expenditure plan. He briefly discussed the five sections:

  - *09-10/ 10-11/ 11-12 ESL/ Basic Skills Allocation end of year expenditure reports for FY 11-12*

  - *2007-2012 Basic Skills –Narrative Response*
    - Focus on how funds were spent.

  - *Data Analysis using the Basic Skills cohort progress tracking tool*
    - Identify courses below level; explore the progression of cohorts of students through Basic Skills/ESL courses into transferable coursework. After exploring, describe (500 words or less) the sample data for one cohort and what issues the data raised.

- *Long-Term goals (5 yrs) for ESL/ Basic Skills*
- *12-13 ESL/ Basic Skills Action Plan*

- Frank went over some of the specific instructions for each plan: Describe activity, associated long term goals, target date for completion, names/department responsible, measurable outcome(s).

- Frank stated that the first section has been done by Dixie Krimm. Frank asked members to provide information on what they would like the report to include.

- Jill Nelipovich and Caroline Bennett will be working on getting data. Frank suggested looking at all cohort data, not only one narrative for that section and needs to be 500 words. Leticia Pastrana stated that the instructions are not clear, if members need to focus on one cohort or all.

- Frank asked Nancy Lay to look at reading data. Betsy Riehle suggested looking at success as persistence when working on data. Caroline Bennett suggested focusing on skill set and taking an SLO type approach at the beginning of the class by conducting a survey. Norma stated that the Chancellor's Office already has that data. Frank added that they must state where the data comes from if it does not come from the cohort data. Leticia stated that Dixie is still recoding ESL classes.

- Frank will try to set up a special meeting to work on defining long term goals. He demonstrated some examples of goals and action plan activities that were included in the instructions.

- Frank stated that he will work on sections 4A, 4B and 5. Leticia asked if the data needs to be described. Frank responded that the Basic Skills members only have to provide data and the Chancellor's Office will describe it.

2. Rubrics

No discussion; moved to next meeting

3. Placement

- Frank distributed an article to all members entitled "Directed Self-Placement." He asked members to consider some of the ideas and justifications provided in the article on misplacing students and ways to deal with placement to have better success.

4. Other

No discussion

ADJOURNMENT

The meeting was adjourned at 2:35 p.m.