

**BASIC SKILLS INITIATIVE COMMITTEE  
MINUTES  
Wednesday, February 17, 2010  
4:30 p.m.  
Room 211**

<b>Present</b>	Kseniya Kareva	Angie Ruiz	<b>Visitors</b>
Kathy Berry	Lisa Solomon	Kathleen Dorantes	none
Frank Rapp	Deirdre Rowley	Patty Robles	
Lianna Zhao	David Zielinski		

<b>Absent</b>	Leticia Pastrana	Norma Nunez	<b>Recorder</b>
Allyn Leon	Mardjan Shokoufi	Patti Biley	Martha Navarro
Ed Scheuerell	Eric Lehtonen		
Sotero Alvarado	Robert Baukholt		
Frances Beope	Sydney Rice		

**I. Approval of Minutes**

The meeting was called to order at 4:35 p.m. in room 211. Minutes of November 18, 2009 were approved as amended.

**II. Old Business**

**A. Reports:**

**1. Winter Success Institute:** Frank shared with the members two reports: winter institute debriefing meeting and a survey report compiled by Terry Norris in reference to students who were enrolled in English 86, 87 and 88. The survey report had more positive feed back than negative. The only negative feed back, according to the survey, was that students felt the lab was too long. In reference to the winter institute debriefing, faculty and counselors discussed the following:

Self Evaluation

- Equally successful as the summer institute
- Linking course to the lab
- Tutors/Instructors in the lab (less frustration, lab work being completed on time)
- Class size helped in assisting students with different needs
- PD Counselors (motivated students, taught time management)
- Incentives (motivated students and prevented some students to drop the institute)
- Not too many distractions around campus and students were able to focus more
- Lab more beneficial to students than during the regular semester because their instructor is present during the lab portion

Issues identified:

- ESL students in PD class (language/vocabulary barrier-problem with final)

- Some of the PD lessons had to be modified for ESL students
- Gap between the course and lab; Some students forgot some of the information learned in class by the time they got to the lab  
Students suggested PD class to be offered in the morning and to be longer than one hour

Plans for improvements:

- Incorporated into the regular semester but with different hours
- Instructor and Counselor to work together when creating the course outline and syllabus
- Counselors recommended ESL level 5 for students enrolled in PD class
- Schedule all classes in the same building

Although retention data has not been posted, Deidre stated her retention was 9 out of 13 students. She stated one of the students dropped due to work commitments. Kathleen Dorantes stated that the tutors felt being in the class was unnecessary, although some of the instructors worked with them.

**2. Math Lab:** Sotero Alvaro was not present; therefore, the math lab report was not presented.

**3. Cal-PASS:** Frank stated he and David Zielinski attended the Cal-PASS meeting. Frank stated they want to help high school students perform better when taking the ACCUPLACER and to take the ACCUPLACER serious. David added that students do not understand the importance of the ACCUPLACER and it is a good idea to work with Norma Nunez to stress the importance of it. Kathy Berry asked which high schools were. Frank replied Southwest and Central Union High School. David shared data on a research conducted. The research was based on 2000 Behavioral Social Science program reviews. The researcher used Calexico High School as the control group. The research concluded that over 80% of Calexico High School students would fail Psychology 101 the first time they took the class.

Frank and Patty briefly discussed two Cal-PASS invoices recently received, each totaling \$21,000. Patty notified the members that she will work on the Basic Skills budget to see if there are enough funds to cover. She added that if the budget is spent as planned and funds are saved to pay instructors next year, the balance can be utilized to pay the Cal-PASS invoice. Kathy stated that the governor's budget for Basic Skills remains intact.

**B. Other Reports:** Kathleen distributed copies of the Students by Visit Reason Standard Report for the writing pods reflecting number of visits and total hours of each student during fall 2009. The report also reflected the grand total. Kathleen also shared some of the student comments on the writing pods. Lisa Solomon stated she recognized some of the names and has noticed a change in their writing. Kathleen mentioned she has students ranging from ESL to English 101. Kathy suggested doing an SLO on the writing pods. Kathleen stated she would talk to Toni Pfister. Deidre suggested doing it for the reading pods.

**III. New Business:** Because of the accreditation report, Frank notified the members that they need to be precise on the purpose of the Basic Skills committee. Kathy pointed out that some of the committees did not have a website, purpose, agendas or minutes. Kathy stated that the commission will not spend a lot of time on campus because they will just check the website. She also stated that every committee should follow the same format.

Frank stated that he has submitted the comprehensive program review for Basic Skills writing. He will forward a copy to the members.

The members went on to discuss CB21 coding and the inconsistency of coding classes. Kathy stated that is was four levels below in the past. Frank stated that the CB21 will show a true picture of students' progress. He said the deadline is March 1<sup>st</sup>. Kathy stated that Linda has completed the recoding for math with Eric Lehtonen. Kathy asked about the ESL recoding. David replied that it was submitted last week.

Angie Ruiz stated that Dawn Chun will be submitting a Basic Skills grant. Angie also suggested students earning vocational certificates should be required to take a placement test and take vocational ESL classes.

**IV. Other:** Kseniya stated that she plans to distribute a survey to work on the mission statement. She stated the data collected will give her a better focus on students' needs. Kseniya asked Frank when the committee will meet to discuss the purpose of the Basic Skills committee. Frank replied that they could start at the next committee meeting. Martha Navarro notified the members that the Basic Skills website is posted with agendas and minutes but not the purpose.

The committee agreed to meet on Wednesday, March 3<sup>rd</sup>, at 4:30pm.

#### **V. Adjournment**

The meeting was adjourned at 5:28pm