



**BASIC SKILLS INITIATIVE COMMITTEE  
MINUTES**

**Wednesday August 29, 2012**

**1:30 p.m.**

**Room 2727**

Frank Rapp called the meeting to order at 1:35 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  
Dr. James Patterson, English Department Chair  
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  
Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline

**Others Present:**

Dixie Krimm, Assistant/Curriculum Specialist  
Carolyn Bennett, Math Lab Tutorial Specialist  
Norma Nava, Counselor/Professor  
Dr. Taylor Ruhl, Dean of ALLS  
Daniel Gilison, Biology Instructor/SME Department Chair

**Recorder**

Martha Navarro

**APPROVAL OF MINUTES OF 28 March 2012**

*M/S/C (Nancy Lay/Betsy Riehle) to approve minutes of March 28, 2012.*

*Motion carried*

*(Abstained: Dr. James Patterson / Leticia Pastrana)*

**1. 2012-2013 Goals**

- Frank read the long term goals under 4b in the 2011-2012 ESL/Basic Skills Action Plan
- Frank named three items that are stated as California Community College goals ( Basic Skills, Career tech and graduation/transfer), and stated Dr. Jaime did not know if these are alphabetized or they're listed by importance;
- Frank will ask for ideas during the campus hour to complete 2011-2012 goals.
- Norma Nunez suggested a Basic Skills news letter
- Frank shared that the state Basic Skills Coordinator has been changed
- Betsy suggested 2011-2012 be the base year for data studies

- Frank will talk to Jill Nelipovich regarding the data needed.
- Dr. Patterson has 2011-2012 data on student success rates. Stated Mathew Thale is working on a report that will show how well students do in the next level of sequence.
- Frank will be presenting synopsis of Basic Skills Initiative meetings to the Board so they can be more aware of the content of the Basic Skills Initiative Committee meetings.
- Frank suggested measuring student success in career technology by the number of students passing their licenses.
- Norma suggested condensing the ESL program or creating a Pilot class similar to English 10.

## **2. Basic Skills Funding**

- Dixie distributed copies of the Basic Skills 2012-2013 budget reflecting carry over funds from 10-11 and 11-12. Dixie explained Kevin Howell's and Jill Kitzmiller's salary is 75% funded by Basic Skills money. The remaining cost of their salaries is covered by the district.
- Frank will be attending the regional Basic Skills meeting in San Diego on September 7.

## **3. Rubrics for Basic Skills Proposals**

- Frank stated Basic Skills members may add more annual and onetime costs requests besides the ones referenced on the Basic Skills 2012-2013 budget report.
- Frank will send different types of rubrics from other colleges to the Basic Skills Committee. He asked members to look them over and think how the committee can create a rubric that can help how Basic Skills Initiative funds may be used.
- Frank will add the Rubrics as an action item on the next Basic Skills meeting.

## **4. Other**

- Frank introduced Leticia Pastrana as the new ESL Department Chair, replacing Kseniya Gregory and Dr. James Patterson as the new English Department Chair, replacing Michael Heumann.
- Dixie notified the members that the CB 21 will be on the Curriculum Committee agenda to be corrected.
- Frank confirmed that the Basic Skills Committee will continue to meet on the fourth Wednesday of the month, at 1:30 p.m.
- Dr. Patterson stated that the board members can attend the Basic Skills meeting as long as they don't have a quorum.
- Frank asked members to think about other goals and data questions and to look over the rubrics examples which can influence ideas on what they already have.

## **ADJOURNMENT**

The meeting was adjourned at 2:16 p.m.