BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday, March 4, 2009
3:30 p.m.
Board Room

PRESENT

Leticia Pastrana	David Zielinski	Deirdre Rowley
Bruce Seivertson	Ed Scheuerell	Allyn Leon
Norma Nunez	Kathleen Dorantes	Frank Rapp

ABSENT
Kathy Berry

VISITORS
None

RECORDER
Linda Amidon/Martha Navarro

I. Approval of Minutes

Frank Rapp, Dean of Instruction, stated there were no minutes to approve at this time; however, the committee would be receiving minutes from previous meetings in the near future.

He introduced Martha Navarro, who would be replacing Linda Amidon as the recording secretary for the Basic Skills Committee.

II. New "Coordinator"

Frank Rapp introduced himself as the new Coordinator, but explained he was actually the overseer of the basic skills program. In response to inquiry regarding the plans for the coordinator position, Frank explained that English, Math and ESL faculty representatives would need to work with him to oversee the program. He stated that Leticia Pastrana, ESL Instructor, and Allyn Leon, Math Instructor, had recently begun working with him on the basic skills summer institute. Questions arose regarding the roles of the current ESL Coordinator and the Math Coordinator on the Basic Skills Committee, and plans for the Basic Skills Coordinator position. Allyn Leon expressed interest in serving as the Math representative. David Zielinski stated that Eric Lehtonen had expressed interest in the Basic Skills Coordinator position. Asked whether any decisions would be made in regard to selecting the new coordinator, Frank stated that at this point he would only be taking names of faculty interested in the position.

III. Summer Institute

Frank provided a report on the basic skills summer institute: The institute consists of English and Math classes offered during a four-week intensive summer session that was part of the regular summer session. The courses consist of existing English and Math classes converted to intense courses. The program involves pre- and post-testing of students. In addition to teaching, instructors would serve as mentors outside of classes and receive additional compensation for this assignment. Instructors would work with counseling on the mentoring aspect of the institute. March 31 is the deadline to establish the summer institute in order to get all courses into the summer schedule. Frank encouraged faculty to participate in the summer institute, he stated that faculty participants might receive a laptop. Norma Nunez expressed concern regarding whether laptops are an eligible expense for basic skills funds. The committee briefly discussed the deadline for expending the 2006 – 2007 basic skills funds; Frank stated it was his understanding that the funds must be spent by June 30, 2009.

Brief discussion also took place regarding the Puente Project. Frances explained that the District did not have the resources to continue the program. Leticia Pastrana suggested using the Puente Project as a model for the summer institute.

IV. Discussion

1. Projects Completed

Bruce Seivertson discussed the NADE conference. He stated that everyone who attended the conference agreed that it was worth attending. He has not written a report on the conference but mentioned that he will. He distributed copies of an email regarding the Academic Senate receiving an award for BSI.

2. Projects In Process

Cal-PASS module-money needs to be devoted to developing that project.

3. Scheduled Projects

- Summer Institute
- Library is getting easy reading books
- Proposed projects will become scheduled projects
- Frances Beope distributed copies of the ARCC Budget (Student Progress & Achievement Survey). She discussed the 2009 ARCC report. Frances requested $13,770.00 to work on the project. She would like to continue with the project if funding permits and may come back to request more funds. Frances also spoke about the 1st Step Program project. She asked if anyone would volunteer their time. The event will take place on July 11, 2009. Frances stated that the program would give students an opportunity to meet instructors.

4. Proposed Projects

Deirdre Rowley distributed a copy of her report on the NADE Conference 2009. She stated the conference was engaging. She spoke about the software, "Criterion" and described what the software does. She stated a 30-day trial would be issued to her and Kathleen Dorantes, and they will pilot the software; Deirdre will test the software in her English 101 and Kathleen in her English 100. Ed Scheuerell said he is skeptical about the program and suggested combining the software with a mentoring program. Frank asked Deirdre to forward reports to everyone and see if this is something where basic skills money could go to. Deirdre mentioned that the software is inexpensive.

V. Adjournment

The meeting was adjourned at 4:45pm.

BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Tuesday, April 7, 2009
3:30 p.m.
Instruction Office Conference Room

PRESENT

Frank Rapp	Sydney Rice	Norma Nunez
Kathleen Dorantes	Ed Scheuerell	Deirdre Rowley
Dr. Bruce Seivertson	Leticia Pastrana	Patti Biley
David Zielinski		

ABSENT

Kathy Berry	Lianna Zhao	Frances Beope
Allyn Leon	Jose Velasquez	Eric Lehtonen

VISITORS
None

RECORDER
Martha Navarro

I. Approval of Minutes

The meeting was called to order at 3:35 pm in the Instruction conference room. Minutes of March 4, 2009 were approved as amended (Seivertson/Nunez).

II. Summer Institute

Frank Rapp stated six counselors were needed to teach the Personal Development courses. Courses included in the summer institute are English 86/87, English 88, English 96/97, English 98, Math 70 & Math 80. Frank Rapp would like adjunct instructors to be contact if necessary to see if they would like to teach some of the courses being offered. These instructors will also mentor students through the next academic year. Frank Rapp also stated that the schedule is almost ready. Sydney Rice asked if students will be doing anything else besides these classes. Frank Rapp stated they would have to do so in addition to their class time. He mentioned that they would be in class in the morning and in their Personal Development class in the afternoons. He would also like the students to be in the reading/writing lab two hours per day. Kathleen Dorantes mentioned that she would assist with the tutors. Frank Rapp asked if one tutor to ten students was doable rather than one to five. Deirdre Rowley suggested putting the classes in blocks. Frank Rapp added that they can also be fast track classes. Ed Scheuerell asked how students will be recruited. Frank Rapp responded that flyers would be created and placed in

classes where English 86/87 is being taught. Frank Rapp continued by stating that Bill Gay had ideas about distributing flyers to the community.

Frank Rapp informed the committee that Kathy Berry requested that a common book be used. Some of the common books suggested were:

- Enrique's Journey
- Walking Star
- The Giver

Frank Rapp notified everyone that between now and June 22nd, the basic skills committee will go over everything that has been discussed to be sure everyone is on the same page. Frank Rapp would like the Instructors to meet with the tutors. He also would like instructors to work as mentors with cohort students. Sydney Rice asked how the Personal Development classes will be scheduled. Frank Rapp will talk to Norma Nunez about getting these classes staggered. Patti Biley suggested to have sustained reading as part of the lab. She feels students will read more than one book. Deirdre Rowley stated students will read if they are taught how to take notes. Sydney Rice suggested a reading journal for the writing class to be turned in once a week. Patti Biley thought it would be too much. Kathleen Dorantes suggested homework to be done in the lab. Deirdre Rowley expressed concern about students having too much work after school. It was discussed that Nancy Lay would teach English 86/87. Patti Biley asked who will be teaching English 88. Frank Rapp replied that it has not been decided. Frank Rapp said that Math 70 would be taught by Barbara Nilson and Alejandro Cozzani had expressed interest in teaching Math 80.

The members discussed the lab tutors. These tutors will have the same hours as instructors. Their hours will be 8am-4:30pm. Their pay has not been confirmed but Frank Rapp stated it will be soon. Norma Nunez mentioned it's based on the years they've been tutoring. Kathleen Dorantes stated the current rate is $13.50/hour. Frank Rapp stated the pay will be the same as what they are currently receiving. Kathleen Dorantes asked about the ratio of tutors to students. Frank Rapp was not sure if it was one to ten or one to eight. Kathleen Dorantes would like to hire tutors that are trained. Patti Biley & Deirdre Rowley had a concern on the qualification of the tutors. Deirdre Rowley stated the writing tutors who do not pass the developmental reading class had problems tutoring. Because of this, tutors were dismissed from tutoring students. Patti Biley asked how they will get paid for lab hours. Frank Rapp responded that it depends on their base pay. Frank Rapp discussed the formula.

The members went on to discuss how they can get students to commit to the summer institute. They proposed issuing incentives such as:

- Bus fare vouchers
- Books
- Software
- Food voucher

- Free/Early Registration
- Gas Voucher
- Certificate

Kathleen Dorantes suggested issuing the incentive at the end of each day. Kathleen Dorantes is concerned that students may ditch class. She stated that the incentive should be given at 4:00 pm. or at the end of the week for perfect attendance. Sydney Rice recommended having the students sign a contract to commit to the summer institute.

The committee discussed the number of excused absences students should have. Frank Rapp suggested instructors to be stricter on absences due to the fact that incentives will be issued to students. He suggested two absences for the four weeks the summer institute will be held. They discussed if the student has a good excused to be absent, should that student still receive the voucher for perfect attendance. Kathleen Dorantes and Dr. Bruce Seivertson both agreed that it should be strictly for perfect attendance, no absence, even if they are excused

III. Expenditure Plans

Frank Rapp went on to read and discussed Allyn Leon's ideas for the math department. Frank Rapp encouraged everyone to come up with ideas for staff development. Frank Rapp asked David Zielinski what ideas have recently been presented for staff development. David Zielinski stated that the poverty theme was one idea. Patti Biley asked if there would be any workshops on strategies. David Zielinski went on to discuss the workshops that the English Department will be organizing on Staff Development. They are:

- "Understanding Poverty" workshop
- SLO's & Data Collection & Analysis workshop
- Basic Skills workshop (will be held in the fall)

David Zielinski explained that the Basic Skills workshop will emphasize on grammar and sentence skills. The "Understanding Poverty" workshop will be held on April 22nd with a follow up on April 29th, 4:00-5:30 pm. Another workshop is schedule for Saturday, May 2nd, 8:30am-3:30 pm. David Zielinski stated that the workshop being held on a Saturday will give adjunct instructors an opportunity to attend. Norma Nunez and Sydney Rice asked if the Saturday workshop will be opened to everyone. Deidre Rowley responded that all are campus wide.

Norma Nunez suggested having a guest speaker for the upcoming faculty orientation this August. Frank Rapp stated that he would look into software for Basic Skills that Kathy Berry had suggested. Frank Rapp asked the members if they had looked into the Learning Express Link and Plato software.

IV. Other

The committee felt that they should meet more frequently. It was decided that they would meet every other week to deal with basic skills issues.

Meeting was adjourned at 4:40 pm

BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday, September 2, 2009
4:30 p.m.
Room 303

Present				
Frank Rapp	Norma Nunez	Eric Lehtonen	Dave Zielinski	
Gonzalo Huerta	Patti Biley	Lianna Zhao	Tina Aguirre	
Sotero Alvarado	Ed Scheuerell	Frances Beope	Linda Amidon	
Deirdre Rowley	Kseniya Kareva	Kevin White	Leticia Pastrana	

Absent	**Visitors**	**Recorder**		
Sydney Rice	None	Martha Navarro		
Kathleen Dorantes				

I. Approval of Minutes

The meeting was called to order at 4:35 p.m. in the Academic Senate room. Minutes of May 5, 2009 were approved as amended.

II. Summer Institute

The meeting began with the discussion of the Summer Success Institute. Frank shared with the committee a power point presentation report reflecting the success and high retention rates. He stated that every class had a high success rate. Out of 92 students enrolled, only 3 dropped from the institute. He shared with the members that the Board was happy with results and in favor of having another BS Success Institute in the winter. Linda notified the committee that the deadline to enter classes in banner for winter/spring is September 15th. Kseniya asked what the rates for the summer success were versus "regular" rates. Frank responded that it was close to 90%. Percentage in regular classes is 70%. The committee feels that students who attend during the summer are more serious. They also agreed that linking PD classes with the other courses was important. Frank shared that a group of math students met at the public library on weekends along with some of the tutors who volunteered their time to assist.

Frank shared with the committee the cost of the Summer Institute. He felt that the incentives help. Ed stated that ESL classes should be incorporated in the next BS Institute. Frank agreed. Ed asked if there is a template that needs to be followed. Frank replied that he just needs to let him know which classes he would like to

teach. Classes need to be picked by the end of next week. Frank reminded the members that the BS Institute is only four weeks. Frank did suggest that although winter classes are Monday thru Friday, the BS institute could run Monday thru Thursday.

Deirdre suggested incorporating BS institute classes into their regular classes in the upcoming spring semester as a test. Frank added linking PD classes into regular classes. Dave stated that if anyone wants to pilot the idea that classes need to be selected by next Wednesday.

Frank stated that the summer institute will be replicated in the winter. The only difference is that they will add ESL classes.

Frances asked if Basic Skills is part of the regular schedule. Eric stated that Math 80 normally has low enrollment. He suggested trimming down regular sections to fill in BS Success Institute classes. The committee briefly discussed the BS Success Institute's enrollment cap of 20 versus the regular classes' enrollment cap of 30. She added that students were not happy about that.

Frank suggested promoting the institute by word of mouth. David agreed and stated it will ensure more students.

III. Expenditure Plans

1. 07/08

Frank let the committee know that there is $337,055.97 in the BS budget. Linda notified the committee that the 2007/2008 and 2008/2009 budget had already been allocated and that the deadline to use the monies is June 30, 2010. She added that if there will be modifications to both budgets, that they need to be done as soon as possible. Frank asked the members if they should follow the budget plan or make the adjustments. The first thing that needs to be done, Frank added, is that the budget needs to be "cleaned up." There are negative balances and transfers need to be made. Linda added that the division secretaries need to do the transfers in order to take care of the negatives.

2. 08/09

Linda stated that the tentative BS budget for 2008/2009 is $288,000.

3. 09/10

Frank notified the committee that the deadline to submit the expenditure plan for 2009/2010 is October 15, 2009 or, if submitting a rough draft of the logic module by October 30, 2009.

The committee briefly discussed the reading/writing tutors. Deirdre stated the Reading/Writing Lab will not hire more tutors and the current tutors are not taking any appointments until September 14th. She added that Terry Norris had a

contingency plan to try to get tutors. Tina asked if the tutors are being paid by the district or through BS money. Tina will check with Taylor Ruhl. Deirdre stated that Kathy and Kathleen had a discussion about instructor's donation of one or two office hours to assist students in the tutoring center. If anyone is interested, contact Josue in the Learning Center.

Frank stated that the following members will be the liaisons that will be assisting him with the budget and the next BS institute: Kathleen, Norma, Eric, Leticia and Deirdre. He added that they will have classes selected for the next BS Success Institute by September 15th.

IV. Meeting Times

Frank discussed a couple of conferences and meetings:

> September 17, 18 and 25- BS Coordinator conference

> October 1st & 2nd - San Diego regional BS meeting (sponsored by Academic Senate). They are requesting teams of ten.

The committee went on to discuss the BS meeting times. They agreed to meet the first and third Wednesday of every month. The next BS meeting will be September 16, 4:30pm. The room will be announced at a later date.

V. Other

Frank shared with the committee his experience in the BS Leadership conference. He briefly discussed the logic model his group worked on and presented to the members a draft of the model.

VI. Adjournment

The meeting was adjourned at 5:30 p.m.