BASIC SKILLS INIATIVE COMMITTEE
MINUTES
Tuesday, October 30, 2007
2:00 p.m.
Instruction Office Conference Room

PRESENT

Norma Nunez
David Zielinski
Jose Velasquez
Lianna Zhao
Mardjan Shokoufi

ABSENT

Kathy Berry
Kathleen Dorantes

VISITORS

None

RECORDER

Linda Amidon

Following the direction agreed upon by members at the meeting of October 23, prior to today's meeting members had individually prioritized the categorized proposals and met today for the purpose of comparing and discussing the individual rankings. Using the initial chart prepared by Kathleen Dorantes, members agreed upon the rankings reflected on the attachment. Discussion regarding the various proposals and other related items is summarized as follows:

- Linda stated that Kathy Berry wanted it noted that the 2006 – 2007 basic skills budget she developed is a tentative budget.
- The latest chart of proposals prepared by Kathleen included the proposal submitted by Efrain Silva (item 8 on the chart). The chart did not include any proposals from ITEC because Jose understood the deadline to be this Thursday, Nov. 1 , not last Thursday, Oct. 25. Jose subsequently submitted two proposals for the Automotive Technology department: (1) Short Term Courses Vocational English for Technicians, and (2) short-term courses to pass Automatic Service Excellence (ASE) exams.
- Concerns were expressed regarding the proposal for an "Instructional Specialist" position, which concerns included the following:
  - The minimum qualifications required for the position, i.e., Masters' in counseling, would appear to suggest that a counselor position was proposed.
  - Whether a full-time position was required. Members suggested the position could be filled by a classified employee or a part-time certificated employee. The position title of "Learning Skills Instructor" was also suggested.
  - Instead of "develop, institute and administer a program for students placed on probation," it was recommended that the activities related to the position should be to "teach ancillary support study skills classes."
  - Study skills courses should be attached to a particular course and offered back to back, not offered in isolation.

- With regard to the proposals for Math lab expansion and set up, Mardjan suggested that the expansion could be considered "enhancement" of the Math lab. She compared this proposal to the proposals for Writing Lab and Reading Lab enhancements (items 7 and 8 on the original chart). Norma recommended that the committee check whether construction or expansion of buildings and the purchase of desks is allowed. She agreed to send an email via the CSSO listserve and report back to the committee. The ranking of item 22 for desks in room 510 was placed on hold pending this report.
- Several suggestions were made regarding the Automotive Technology Basic Skills proposals for short-term courses. Instead of the Vocational English for Technicians course, Dave suggested that a course similar to ENGL 040, Communications Skills for Healthcare Professionals, could be developed. Doing so would eliminate the need to resurrect the technical writing course. Other suggestions included offering such courses under the noncredit curriculum. Not only did members see this as the better vehicle for such courses, but developing the short-term courses as noncredit courses would allow classes to be offered sooner and the process would require less paperwork. (It was noted that various reporting requirements are tied to basic skills funds.) Jose indicated he would like to see the Auto Tech proposals included in the plan since developing the courses would not be a great expense. Members recognized that the expense is not an issue; however, they questioned how soon Auto Tech would like to offer the classes. It was recommended that Jose discuss the possibility of offering the proposed short-term courses as noncredit courses with Efrain Silva, Dean of Extended Campuses. If the courses could not be offered under noncredit, the proposals could then be included in the plan.

The meeting was adjourned at 3:00 p.m.

	Proposal	Proposed by	Cost	Basic Skills Connection	Time Frame of implementation	Comments	
A.1-	50% Basic Skills Initiative Coordinator	Kathy Berry	*$45,000 salary* *$5,000 training* *$2,000 software* $52,000 total	Coordinates various aspects regarding BSI, budgeting, implementation. **All areas** of BS to benefit.	Earliest Spring 08	Work on self-assessment tool as per poppy copy. Due spring 08.	1
A.8.	50% Research Analyst	Dawn Chun	*$45,000 salary* *$5,000 training* *$2,000 software* $52,000 total	Accountability study. **All areas** of BS to benefit.	Earliest Spring 08	Work on self-assessment tool as per poppy copy. Due spring 08.	2
C.2	Liaison program with Imperial County high schools	David Zielinski and Mardjan Shokoufi		College preparedness for high school students, specifically in **English and Math**	Earliest Fall 08	Pilot study to begin with one or two high schools. Different programs for English and math. (Coordinator could oversee and coordinate.)	3
D1	Development of Learning Communities	David Zielinski		Help students work their way through content classes. **English** and **content courses** to benefit.	Earliest Spring 09	Need to visit other colleges, e.g Grossmont. (Coordinator could oversee and coordinate.)	4
D3	Study Skills class to go along with Learning Communities	Norma Nunez	$16,000	Help students with study skills in the Learning Communities. Students to benefit in the areas of **English and content courses.**	Earliest Spring 09		5
C1	Staff development workshops	David Zielinski and Mardjan Shokoufi		Faculty learns new and better ways to teach basic skills. **All areas** of BS to benefit.	Spring 08	Includes out-of-town conferences and bringing in experts on various basic skills topics. (Task for coordinator.)	6
D4.	Writing Lab enhancements	Kathleen Dorantes	$120,000	**Primary basic skills going directly** to students. Students would benefit in the area of **English—writing**	Spring 08	Students receive tutoring from instructors, and instructors get more students into the writing lab.	7

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D4	Reading Lab enhancements	Nancy Lay	$90,000	**Primary basic skill going directly to students.** Students would benefit in the area of **English—reading**	Fall 08	Students would meet for 1.5 hours in the reading lab at a scheduled time. Students receive more help from faculty.	8
NC ~~D~~	Program for prospective nursing students for Test of Essential Academic Skills	David Zielinski		Nursing students must pass test with basic math, composition, reading, and science skills. Develop a program for remediation and preparation. Students would benefit in the area of **Nursing.**	Earliest Fall 08	Multi-discipline program needed. (Coordinator.)	9
D1	ESL conversation group	Ed Scheuerell		**Primary basic skill going directly to students.** Students would benefit in the area of **English—ESL.**	Spring 08	Provide tutors for ESL conversation groups. Groups needed at both main and Calexico campuses. Faculty needs to supervise this effort.	10
B.2	Academic Advising Program	David Zielinski and Norma Nunez	$32,000 to $80,000	Students need more opportunities for academic advising. **All areas** to benefit.	Spring 08	Trained faculty would serve as counselors working in the counseling center one or two evenings per week. Also, a work study is needed to call students in BS classes to make appointments.	11
B.1	Placement Test Assessment Project	David Zielinski		English writing placement test needs to be studied. Students would benefit in the area of **English—writing**	Earliest Fall 08	Need to ensure that students are placed in the appropriate level. Researcher.	12
C.3	Mentoring programs for new full-time and adjunct faculty	David Zielinski		Ensure new instructors are aware of basic skills needs	Spring 08	(Coordinator.)	13
A3	Restructuring of tutor pay	David Zielinski		Encourage tutoring and tutors on campus	Spring 08	Tutor pay scale to be consistent across campus. Coordinator.	14

D6	Student-centered publication program	David Zielinski		New publications to foster communication and provide meaningful venues for literacy skills. Students would benefit in English—writing.	Earliest Spring 08		15
D5	Development of professional library and media resources	David Zielinski		Purchase BS books, journals, DVDs, and other resources for students. Students would benefit in **math and English.**	Spring 08	Coordinator.	16
D5	Software and Supplies for RW Lab	David Zielinski	$60,000	Purchase or renew software, including Reading Plus, MySkills Tutor, and other programs. Students would benefit in **English—Reading and Writing**	Spring 08	Coordinator.	17
D6	New course development 10/30/07 Enhancement	David Zielinski		Develop new credit and non-credit basic skills courses in **English—reading and writing**	Earliest Fall 08		18
D4	Math lab ~~physical expansion and set up~~	Mardjan Shokoufi	$250,000	**Primary basic skill going directly to students.** Students would benefit in the area of **Math**	Begin in spring 08	Add a .5 lab component to Math 70 and Math 80.	19
A2	Math lab tutorial specialist	Mardjan Shokoufi	$68,000	New certificated staff for math lab and to help with .5-unit lab.	Earliest fall 08		20
D5	Math lab equipment	Mardjan Shokoufi	$64,000	Chairs, desks, computers, LCD, board	Spring 08		21
D.	Desks, room 510	Mardjan Shokoufi	$6,000		Spring 08		22
D5	Two computer hubs	Mardjan Shokoufi	$60,000	40 traveling computer stations to accommodate the technologies used. Students to benefit in the area of **math.**	Spring 08		23

A.7	Short-term classes study	Mardjan Shokoufi	$5,000	**Primary basic skills going directly to Math 70, 80 students.** Students to benefit in the area of **math.**	Spring 08		24
A.5	Course outline study	Mardjan Shokoufi	$2,000		Spring 08	Course outline revisions as needed to better match other community colleges.	25
A.4	Math 40 instruction and study	Mardjan Shokoufi	$10,000	**Primary basic skill going directly to students.** Students would benefit in the area of **Math**	Spring 08		26
A.6	Developmental Math facilitator	Mardjan Shokoufi	$12,000		Spring 08	Coordinate Math 40/70/80/90 classes at both external and main campuses.	27
B.4	In-class counseling on basic skills sequencing and opportunities in English, math, and ESL courses	Frances Beope	$6,342.62	Students would be counseled on sequencing and tutoring opportunities. Students would benefit in the areas of **Math and English.**	Spring 08	Ensures students understand the required development of foundational courses.	28
B.3	Instructional Specialist position	Norma Nunez	$68,975.01		Spring 09	~~Develop, institute and administer a program for students placed on probation.~~ Teach ancillary support Study skills classes 10/30/07	29

BASIC SKILLS INIATIVE COMMITTEE
MINUTES
Tuesday, November 8, 2007
2:00 p.m.
Instruction Office Conference Room

PRESENT

Norma Nunez	Jose Velasquez	Mardjan Shokoufi	Bruce Seivertson
David Zielinski	Lianna Zhao	Kathleen Dorantes	Kathy Berry

ABSENT

None

VISITORS

None

RECORDER

Linda Amidon

1. Review of Where We Need to Go

Kathleen expressed concern regarding the direction of the subcommittee. She stated it was her understanding the subcommittee was established for the primary purpose of developing a plan before Thanksgiving. She stated she would like to develop proposals concurrently with the needs assessment.

2. Discussion of Self Assessment and How to Proceed; Proposals for Completing Self-Assessment

Dave Zielinski distributed information regarding Skyline College's BSI project and a Report from the RP/Center for Student Success, "Findings from Pilot Community Colleges Using the Institutional Self Assessment Tool for Effective Practices in Basic Skills" (copies attached). He stated that the Skyline College project material gives a sense of guidance, and he suggested it would be a good approach to follow. Further, the Skyline project provides a model with beneficial processes that IVC could borrow; however, the project does get too involved in subcommittees. He suggested that once the grids and timelines are in place, there could be parallel movement. The project requires wide representation of key departments and a common goal.

Kathleen Dorantes presented her proposal for completing the self assessment, which is reflected on the attachment. With regard to the baseline measures, members recommended that Kathy Berry request that Dawn Chun have the data ready for next week. It was also recommended that the division of work by sections be revised as follows:

Section	Individual
A	~~Shokoufi/Dorantes~~ **Berry**
B	Nunez
C	Zielinski
D	Shokoufi ~~or~~ **and** Dorantes

In addition, members proposed that the estimated hours and corresponding extra duty pay be doubled to 100 hours and $5,000, respectively. Members recognized the need for Kathy's approval of the extra duty pay proposal.

Norma Nunez proposed a process similar to Kathleen's proposal and was based on advice she received from Juan Cruz of the Chancellor's Office: Have subgroups and have faculty to work in each group. A learning services representative should be a member of a subgroup. The CSSO and CIO should be co-chairs of the whole group. Dave recommended that this latter item be suggested to Kathy.

It was recommended that Kathleen's proposal be used as a model and that some of the processes in the Skyline BSI project be incorporated.

Dave expressed concern that students are waiting for us to help them. He emphasized the need to implement the basic skills plan soon. Lianna Zhao and Bruce Seivertson shared Dave's concerns, both stating the college needs to move forward. Bruce pointed out that the project should be faculty driven. He stated that the committee needs to visit other colleges and service centers.

3. Priorities for 2007/2008 Year

Members reviewed the list of priorities for 2007 – 2008. The list represented the proposals which members had submitted individually, and reviewed, categorized and prioritized as a group. Before reviewing the priorities, members discussed the possibility of visiting other colleges to see what they're doing. Members agreed to telephone and/or visit Oxnard or San Francisco City College and Grossmont-Cuyamaca College. Dave and Bruce will make arrangements to call and/or visit with the colleges, and report to the committee. iscussion regarding each of the priorities included the following:

- ***Hiring of coordinator/job description (A).*** It was recommended that Kathy call her CIO contacts to request a job description.
- ***Placement test assessment project (B).***
- ***Staff development workshops ~~(C)~~ (A).***
- ***Development of Learning Communities (D).*** Members agreed that this priority would run concurrently with visits to colleges.
- ***ESL conversation groups (D).*** Dave will discuss this item with Ed Scheuerell, ESL Coordinator.
- ***Study Skills Class (D).*** This item would be tied into learning communities. The workshops that Kathleen currently conducts would be a starting point. Members agreed that workshop attendance should be made mandatory for students. Other suggestions were along this same line which included: tie Dave stated he would like to see the workshops/class tied to disciplines in the schedule. Bruce suggested a mandatory college survival course. Kathleen suggested a pilot study skills class,
- ***Math Lab enhancements (D).***
- ***Writing Lab enhancements (D).***
- ***Reading Lab enhancements (d).***

4. Next Meeting

The next meeting will take place at 2:00 p.m. on November 13 in the Technology Center (the Board Room was unavailable). The committee will complete the basic skills online survey, which was due September 20, 2007.

The meeting was adjourned at 3:10 p.m.