BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Thursday, April 24, 2008
2:00 pm

PRESENT

David Zielinski	Kathleen Dorantes	Norma Nunez
Frank Rapp	Bruce Seivertson	Mardjan Shokoufi
Edward Scheuerell	Patti Biley	Dawn Chun
John McClain		

ABSENT

VISITORS

RECORDER
Linda Amidon

1. **Expenditure Plan**

The expenditure plan was kept the same following Kathy's and Norma's input.

2. **Self Assessment: Final Document**

Bruce will review one more time.

3. **June Workshops**

The committee discussed the following upcoming workshops/meetings:

>BSI Regional Meeting, June 9th & 10th. This will be an opportunity for the Palm Desert Group to attend.

>June 3rd & 4th at Chaffey College. Academic Senate will pay expenses. The agenda will be as the June 9ths & 10th meeting.

The committee felt it would be best if they all go together, on off contract days. They added that it is possible to attend in two groups.

4. **Basic Skills Initiative Proposal: English Division**

David Zielinski provided background of assessment and proposals. He stated that proposals developed before assessment can be modified. He added that ICOE, SDSU, IVC and Southwest High School have been meeting. He also stated that Cal-PASS representative will be here next month. Money will be needed. David went on to explain the English division's proposal. He reviewed Ed Scheuerell's proposal.

Bruce Seivertson shared a book on Staff Development. He discussed the author conducting workshops and interested in trainers for math and ESL instructors.

5. **Future Meetings**

6. **Other**

BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday, May 28th, 2008

PRESENT

David Zielinski	Kathleen Dorantes	Norma Nunez
Frank Rapp	Bruce Seivertson	Mardjan Shokoufi
Jose Velasquez	Lianna Zhao	

ABSENT

VISITORS

RECORDER
Linda Amidon

The committee discussed an article, which was on a twenty-six page study on incentives for reading. Bruce was curious if anyone has offered any incentives. David asked if there is a meaningful way to address. He went on to state that the English division focus on assessment tools, collect data. He believes it is a more meaningful way to address the issue. He will share the new article with Deirdre Rowley, the new reading facilitator. Mardjan stated what works in High School doesn't always works in Colleges because of the different population. She feels incentives will not work for that reason.

David stated that he and Dr. Ying are working on the Technology Plan, using ICOE's plan. He added that it's not all applicable.

The committee went on to discuss the list of attendees for the June 9 thru 10th Basic Skills Regional meetings. Bruce was concern that only English representatives would attend. Lianna stated that she tried to convince Eric Lehtonen to attend. Eric was initially going with Bruce on June 3rd-4th.

The math lab instructor was discussed. Mardjan notified the committee that they are interviewing one candidate tomorrow. She said if the candidate does not get selected, they will re-advertise and recruit in the fall.

It was discussed that during a counseling meeting, the campus map was reviewed and it was noticed that the math lab was not included. They were informed that it would be moved north of the north parking lot. Bruce stated that students will attend lab regardless of the location. David suggested that Bruce, as BSI Coordinator, shared concerns regarding building plans.

David discussed last fall's Basic Skills proposals:

>Proposed liaison between Imperial Valley College and SDSU-Imperial Valley campus.

>SDSU- Imperial Valley campus is concern about former IVC students who failed the writing placement. IVC is near the bottom

>Norma prepared report

>How to help students succeed and transition from High School to a two year and then to SDSU

>How everyone could be in this together

>Curriculum in High School is literature based

>Group reaching understanding of expectations for college students

>Cal-PASS started at Grossmont in 2006 (data is available for sharing)

>More meaningful decisions can be made with data regarding Basic Skills

Mardjan asked if the process is similar or if a parallel group could be developed for math. David stated they want to focus on composition.

"The San Diego project", community reading entering to read "3 Cups of Tea"; They are trying to do the same thing in Imperial Valley to correspond with the Auhor's visit to SDSI-Imperial Valley campus. Bruce asked how many college students who received an A in their classes are.

Dave stated having a lot of intuitions about what students need, but needs the data to enforce. He said he can get the data from Cal-PASS.

It was mentioned that Dawn Chun is back as Instructional Researcher.

No meeting will be held this summer.

The meeting was adjourned at 2:55pm

BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday, December 3, 2008
3:30 p.m.
Room 303

PRESENT

Bruce Seivertson	Sydney Rice	Frank Rapp	Kathy Berry
Deirdre Rowley	David Zielinski	Lianna Zhao	Robert Baukholt
Leticia Pastrana	Kathleen Dorantes		

ABSENT

VISITORS

RECORDER
Linda Amidon

1. **Basic Skills Coordinator Report**

Bruce Seivertson attended the Basic Skills Coordinator Meeting. He stated per Juan Cruz, Basic Skills money committed, will not be reduced by budget cuts. He discussed starting a Basic Skills Coordinator group in the San Diego area. IVC would be part to the pilot group. Bruce handed out pilot Basic Skills Initiative virtual consortium information. It would then be expanded statewide in four to six months.

It was discussed that the Geography department only has four people teaching five classes and Bruce needs to be put back on track. Therefore, he will only be Basic Skills Coordinator through the Fall Semester.

2. **Spring Faculty Survey Instrument**

The survey instrument is to ask faculty what Basic Skills could do for them. Services available were notified to faculty.

3. **Spring "Division Meeting" Visitation: Early Alert, English, ESL, Math, Reading and Writing Pods**

It was discussed that the visitation is to provide information at division meetings. Norma Nunez stated Lisa and Omar will automate a process to report students needing assistance. Emily Bill will touch base with instructors during division meetings regarding early alert program. It was stated that it would be best during the first spring meeting. The committee stated they would like to make a simpler process. David Zielinski stated that English will regroup the division web pages and that they could add information regarding the early alert.

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4. Spring Meeting with Grossmont: Sue Jensen Contact Person

Bruce reported on development of spring meeting with Grossmont. Kathy reported on audit. Stated concerns with Basic Skills money. She stated that the only expenditure is travel. Asked committee to expand what they learn beyond Basic Skills group. Kathy asked Frank Rapp to monitor expenditures. Bruce talked about Basic Skills day being like the SLO workshop. Allyn Leon did a workshop for the Math instructors. Bettsie will do one in the spring.

Kathy discussed needing an audit trail (who, what where, why). Frank will be asking Math and English division & Coordinators how the money will be spent. The Math Lab Tutorial Specialist was selected but frozen. They are looking to see if it's the best way to make use of the money.

5. Cal-PASS: David Zielinski

David Zielinski stated that the liaison effort began last January. He stated that they will meet with Southwest High School exclusively. David went on to discuss Cal-PASS. He mentioned that it's a data sharing enterprise that started at Grossmont which allows colleges & High Schools to share data. He has not met recently. They are looking at establishing Cal-PASS professional learning council. 2005/2006 Basic Skills money could be used. Kathy proposed the use of CTE money. The High School is preparing for the program involvement. Approximate cost is $30,000. Kathy that the High School is not able to use CTE money unless they are align with the colleges.

6. Linked Math Classes: Erick Lehtonen

Subject not discussed because Eric Lehtonen did not attend meeting.

7. ESL Linked Classes: Issues

Bruce distributed linked class policies from other ccc's. Norma Nunez stated this issue will place financial aid students on probation. Dave stated that it's a complicated situation. Some complications are eligibility and class quota issues. He discussed that Grossmont has development reading and writing linked and it seems most logical. Lianna Zhao also discussed class quota issues, but decided to change quotas. Leticia Pastrana stated that it's a learning community link process, that it is different than math. She went on to state that communication is needed between instructors. She said that the sequencing is off and need counselors involved for integration.

Kathy notified the committee that before linking, faculty needs to work together, need to frontload. She said that it is a lot of work, but they need to stay on track. Dave recommended researching before implementing. The rationale for linking must be

known and understood. Sydney stated that faculty needs to buy-in to learning communities.

8. First Year Experience Update: Norma Nunez

She discussed getting cohort of students to follow and that they will get students for the First Step program. It was discussed that Barbara Nilson, Leticia Pastrana and Sydney Rice were interested in the faculty advising program.

Study skills class-3 units applicable and transferrable.

9. Writing Pods: Kathleen Dorantes

Robert Baukholt discussed that the writing pods are going well. They tend to get a drop off war at the end of the semester and when they drop a class, they drop pods. Kathleen is interested in getting the word out to other disciplines. She described that other colleges require tutoring and that faculty are in the tutoring centers. Kathy suggested trying pods in the math lab.

Bruce distributed an email regarding class stipends for working on Basic Skills. Leticia discussed summer basic skills workshop at Mesa College and student orientation but it did not go anywhere. Norma described the existing orientation program. She and Frances are working together to include more information in orientation and online orientation. Bruce suggested a CD for students with catalog and other information. Robert stated that Mesa College orientation focused on personal responsibility. Frank suggested parent orientation.

Kathy thanked Bruce for serving as Basic Skills Coordinator. She stated that Frank will run the next meeting (in February). Bruce is setting up Basic Skills library in Academic Senate room.

10. Pilots BSI Virtual Consortium: MiraCosta College

The meeting was adjourned at 4:45 pm

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.