

**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 excuse 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