

BASIC SKILLS INITIATIVE COMMITTEE

MINUTES

Wednesday, November 18, 2009

4:30 p.m.

Room 211

Present			Visitors
Gonzalo Huerta	Kseniya Kareva	Sotero Alvarado	none
Frank Rapp	Patti Biley	Norma Nunez	
Lianna Zhao	Deirdre Rowley	Patty Robles	
	Eric Lehtonen	Kathleen Dorantes	

Absent			Recorder
Allyn Leon	Leticia Pastrana	Lisa Solomon	Martha Navarro
Ed Scheuerell	Mardjan Shokoufi	David Zielinski	
Kathy Berry	Angie Ruiz		
Frances Beope	Robert Baukholt		
	Sydney Rice		

I. Approval of Minutes

The meeting was called to order at 4:35 p.m. in room 211. Minutes of October 7, 2009 were approved as corrected and minutes of November 4, 2009 were approved as amended.

II. Old Business

1. Action Plans

To be an effective committee, between now and February 17, 2010, Frank would like the committee to work on three things: Reread the Popy copy, look at the action plan, and look at the questions he distributed on the meeting of November 4th, 2010. Kathleen suggested creating a small committee to work on Frank's request because she feels no one will do the work.

Kseniya suggested creating a questionnaire and distribute to students who attend the reading and writing pods. Sotero Alvarado replied that part of his job is to collect data after people attend work shops. Frank suggested to the committee sharing the information on workshops and conferences that the committee members attend. He suggested getting the scope of who they would like to reach, the form in which they would like to present and the time. Kseniya asked if they could only share the information with their department. Frank replied yes and also stated that the presentation could be done as a team or individually. Norma suggested placing the presentation on our website.

III. New Business

1. Comprehensive Program Review

Frank shared with the committee information on the comprehensive program review training he attended on November 17th. Frank will work on the basic skills reading and writing program and

the committee will review. Dawn Chun will provide the data. Eric stated that Kathy Berry would like the report submitted by the first week of December.

2. Focus Groups

Frank notified the committee the purpose of the focus groups is to take aspects of Basic Skills and discuss what the members would like to do, come up with ideas. He suggested creating groups of two to three people in each group, no more than four. He would like everyone to be ready by the next official basic skills meeting which will be held on February 17, 2010. Frank also notified the members that Dawn Chun can assist, but to designate one person to go to her with data. Some types of focus groups Frank suggested were ESL and Vocational Ed.

IV. Other

Frank asked the members that between now and February 17, 2010, to think about the questions he distributed during the November 4 Basic Skills Committee meeting. He asked them not to think how they can divide the funds but how they are serving the students.

Frank presented the winter institute flyer to the committee and shared with the members the possibility of providing child care to the students as an incentive. He emphasize that it may be provided and pointed that the flyer also states that. He also stated that the gas and food incentives will be offered again.

Deirdre asked if the summer institute is still on the plans. Eric stated that he has reservations on the summer institute. Kseniya suggested the District paying for faculty, and tutors through Basic Skills funds and eliminate the incentives.

Deirdre suggested if Basic Skills funds go away take one of the of the regular reading or ESL morning class, for example, then create a credit no credit class on top of the regular class and have the same instructor teach it but paying the instructor at an overload rate. This will create a bond between instructor and student.

Frank suggested to the members making a video introducing themselves to students and posting the video on the webpage. He said he got the idea from a College in Pasadena. He said students will be more likely to enroll in a class because they would feel that they know the instructor.

The committee decided to meet December 2nd.

V. Adjournment

The meeting was adjourned at 5:43pm.