

BASIC SKILLS INITIATIVE COMMITTEE

MINUTES Wednesday September 28, 2011 1:30 p.m.

Room 2721

Kathy Berry, sitting in for Frank Rapp, called the meeting to order at 1:35 p.m.

Basic Skills members in attendance were as follows:

Kathy Berry, Vice President for Academic Services
Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline
Michael Heumann, English Department Chair
Norma Nunez, Representative for Counseling
Kseniya Gregory, ESL Department Chair
Betsy Riehle, Faculty Representative for Math
Allyn Leon, Faculty Representative for Math
Nancy Lay, Faculty Representative for Reading

Basic Skills members not in attendance were as follows

Frank Miranda, Faculty Representative for Career Technical Frank Rapp, Basic Skills Coordinator David Zielinski, Faculty Representative for writing Rick Castrapel, Math Department Chair

Others Present:

Brian McNeece, Dean of Arts/Letters Jill Nelipovich Caroline Bennett Dixie Krimm

Recorder

Martha Navarro

APPROVAL OF MINUTES OF 25 May 2011

M/S/C (Allyn Leon/Michael Heumann) to approve minutes of May 25, 2011 Motion carried

ACTION ITEMS

1. 2011-2012 Expenditures—Kathy Berry reviewed the 2011-2012 expenditure plan with the members. Kathy informed the members that the projected 2011-2012 budget has to include faculty that have continued to teach. Currently, there is \$263,538.76. The advanced allocations will probably change after the P1 reporting period.

Kathy suggested listing and prioritizing any request under PI, after faculty salaries have been paid. Brian said he will follow up on My Skills Tutor. Brian also stated that Efrain had requested \$700 to replace a couple of headphones. Brian added that Efrain will wait to see if the current headphones will last until the end of the school year.

Kathy shared and discussed Frank's email sent to the Basic Skills committee on September 22, 2011, in regards to Basic Skills fund requests for 2010-2011. The following requests were referenced in his email:

Math department-\$1200 for a consultant to assist in establishing cut scores for new and altered math course offerings;

ESL-- funds for Software:

ESL-- funds for travel to CATESOL conference;

English—funds for writing pods; and

*Unspecified funds from the general account for re-establishment of Basic Skills Coordination release time

*contingent upon effects of continued employment of those paid through BSI funds contingently

M/S/C (Allyn Leon/Michael Heumann) motioned to approve \$1200 for Math Consultant. Motion carried

Kseniya questioned if the ESL Software (Pronunciation Power) request was approved last spring. She asked Martha if she remembered the approval. Martha stated that she remembers the approval but would have to check the spring minutes to confirm and will get back to Kseniya.

Lisa asked about the status of the writing pods. Michael stated that they would need a few hundred to a few thousand dollars for the writing pods, depending on what's available. He added that they can hold on the writing pods. Kathy asked Michael if ATLAS can fund the writing pods if there are not enough Basic Skills funds. Michael said he will look into it.

Kathy stated that she will approve for Sidney Rice to attend the CATESOL conference. She added that it was approved this past spring.

2. 2011-2012 Meeting Times

Kathy informed the committee that if they are thinking to change the meeting time, they need to be sure there will be enough members that will be able to attend. Some of the member expressed to Kathy their objection to changing the meeting time, since they scheduled their Wednesday classes around the Basic Skills meeting time/day so they could attend. Kseniya stated that Kevin Howell and Sydney Rice would like to attend the basic skills meetings. They could have left Mondays and Wednesdays free in order to attend the Basic Skills meeting in spring 2012.

The meeting time remains as no action was taken.

DISCUSSION ITEMS

1. 2010-2011 Allocation reports and Plans—Jill and Caroline provided information on the 3CSN conference for BSI Coordinators they attended in Anaheim. The conference covered topics such as writing allocation and plan reports. Jill and Caroline also spoke to Mark Lieu at the conference about the five year plan. He said that the five year plan is not sufficient. Jill stated that the report must have three components: Large scale, sustainability and measureable outcomes. One example Caroline gave in regards to measureable outcome is instead of stating that the committee would have staff development activities to improve the delivery of basic skills, which Mark Lieu sated it was too vague, put it in quantitative numbers on the report (referencing the number of staff developments in a year and the percentage of full time faculty attending at least one workshop). The members are concerned that IVC does not have enough measurable data.

One idea the members discussed on measuring data is through tutor tracking (measure usage, treatment and success rates). Another idea Lisa suggested is to track Basic Skills students to see how they are doing in other disciplines outside basic skills.

Brian asked if they can incorporate basic skills questions into the accreditation survey. He added that it will give them a bench mark. Kathy suggested looking at the ARCC report for success rates. She also suggested Frank call for a special meeting to discuss the report.

- 2. Class Levels below Transfer— Kathy stated that the study success task force recommended two levels below basic skills. Kathy added that there is no law pending in regards to this recommendation.
- 3. English10—Accelerated English— Michael shared information on the 3CSN California Accelerated Project conference that Frank, David Zielinski and Robert Baukholt attended in Berkley. They were able to hear how other instructors taught English 10. Michael stated that Robert had made a video on his English 10 class and would like to share with the members but he needs Robert's permission. Michael also shared some results on students who take placement test versus students who don't in order to enroll in English 10. Forty to fifty percent of students enrolled in English 10 are high school graduates that did not take the placement test. Student who took the placement test scored two and three levels below transfer. Michael will give updates as they offer more English 10 classes.
- 4. Other

ADJOURNMENT

The meeting was adjourned at 2:24 p.m.