



**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES**

Wednesday October 27, 2010

1:30 p.m.

Room 2722

Frank Rapp called the meeting to order at 1:40 p.m.

Basic Skills members in attendance were as follows:

Frank Rapp, Basic Skills Coordinator
David Zielinski, Faculty Representative for writing
Betsy Riehle, Faculty Representative for Math
Kseniya Kareva, ESL Department Chair
Eric Lehtonen, Math Department Chair
Michael Heumann, English Department Chair
Frank Miranda, Faculty Representative for Career Technical
Deirdre Rowley, Faculty Representative for Reading

Basic Skills members not in attendance were as follows

Norma Nunez, Representative for Counseling
Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline

Others Present:

Terry Norris, Tutorial Specialist
Lisa Brewster, Regional Basic Skills Network Coordinator, San Diego/Imperial County

Recorder

Martha Navarro

MEMBERSHIP CHANGES

The Academic Senate approved the addition of the ESL Chair as a voting member retaining an ESL faculty member as a voting member. Kseniya stated that Kevin Howell was interested in becoming a voting member of the committee but he is in class the time the Basic Skills Committee meets. Kseniya suggested changing the BS Committee meeting time.

APPROVAL OF MINUTES OF 22 SEPTEMBER 2010

M/S/C (Eric/David) to approve minutes of September 22, 2010 as corrected.

COORDINATOR'S REPORT

Frank stated that it is the district's decision when it comes to retaining faculty who were hired contingent on basic skills funds. Frank added that the Committee could only make recommendations but the district makes the final decision.

Frank briefly shared some of the discussions and ideas presented during the LINKS workshop (Learning in Networks for Knowledge Sharing). Some of the discussions were:

- Research on student completion

- Reducing the number of classes below college level
- Number of units below college level students can take
- Regular classes vs. compressed classes

Frank stated that the San Diego/Imperial Valley Regional Basic Skills Coordinators will continue to meet and will present update's to the committee.

DISCUSSION

1. Basic Skills Funding Update-- According to an email sent by Juan Cruz on October 22, 2010, information on the budget will be available. As of today, it is still unknown as to how much Basic Skills funds will be available.

2. Professional Development Book Club-- Frank distributed the book, *What the Best College Teachers Do*. He stated that they need to work out the logistics of the meeting. The first meeting will be held on November 1st, 2010. The members discussed different ways of meeting. David Zielinski suggested creating separate face book accounts and restrict it so only members of the book club can participate. David added that it will allow members to collaborate and create activities. He should have something in one week.

Frank asked if they would rather meet face to face and select a meeting time. If members are not able to make it to the meetings, they will be referred to the face book site. Because of everyone's schedule, it will be hard to accommodate; therefore, the members did not decide on a time or place to meet face to face.

3. IVC Basic Skills Action Plan-- Frank introduced Lisa Brewster, Regional Basic Skills Network Coordinator for the San Diego and Imperial County region. Lisa was invited to discuss IVC Basic Skills Committee's Action Plan. Lisa discussed the retirement of Juan Cruz and the people that will be replacing him. One of his replacements will be hired out of Sacramento to avoid cost increase and will only handle Basic Skills. The purpose is to redesign the action plan form. Lisa added that legislators want to see changes in the ARCC data and would like to see that improvements are being made. By 2010-2013 they will be asking each district to report long term goals. The Chancellors office wants no more than five long term goals reflecting the aim of the IVC Basic Skills program. The information needs to be meaningful, measurable, and scalable. Long term goals need to be from 2007 through 2013. 2013-2014 data will be used to measure how well we succeeded in goals of 2007. Goals need to be manageable and measurable and need to be tied to a project. If there are not long term goals, Lisa suggested getting a list of projects and placing each project under one goal. Lisa also referred the committee to the website (3csn.org) that has samples of measureable goals.

She briefly explained how the workshops she provides are intended to provide ample resource and training and make programs become successful and guided to improve ARCC data after baseline is set.

ACTION ITEMS

There were no action items.

ADJOURNMENT

The meeting was adjourned at 2:50 p.m.