

**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Tuesday, May 5, 2009
3:30 p.m.
Board Room**

Present			
Frank Rapp	Eric Lehtonen	Allyn Leon	
Lianna Zhao	Sydney Rice	David Zielinski	
Leticia Pastrana	Norma Nunez	Deirdre Rowley	

Absent	Patti Biley	Visitors	Recorder
Bruce Seivertson	Kathleen Dorantes	None	Martha Navarro
Ed Scheuerell	Jose Velasquez		
Robert Baukholt	Frances Beope		

I. Approval of Minutes

The meeting was called to order at 3:35 p.m. in the Board room. Minutes of April 28, 2009 were approved as amended.

II. Summer Institute

Frank Rapp distributed copies of the summer institute flyer. The members recommended a couple of changes to the flyer.

Deirdre Rowley surveyed her English 89 class regarding the summer institute. The conclusion was that no one seemed interested in attending. Students did comment that the class size may help.

The maximum number of students enrolled was discussed briefly. Frank stated the capacity should remain at 20 because of the vouchers. He discussed the possibility of students dropping out and returning the books for money. He suggested checking out the books to the students and at the end of the semester, having the students keep the books.

The members discussed how to handle crashers. They suggested that the student who wants to crash come back the next day to check if anyone dropped the class. It was also suggested that instructors tell students enrolled that if they decided not to stay in the class, to let the instructor know at the end of the class so the instructor can notified anyone who would like to crash the class.

Frank stated that the book that will be used for English 86/87 will be The Giver. Norma suggested using another book, not to follow the “regular” English classes.

Allyn Leon inquired about a Basic Skills website. He expressed to the committee that it would be a good idea to develop a website. He stated he'll contact Omar to discuss.

Leticia Pastrana asked Frank Rapp about the election of a new facilitator and what the new roll would entail. He responded that he cannot address the subject at this time.

III. Expenditure Plans

Frank stated that there are plenty of funds left for staff development. Norma mentioned that Linda Amidon had given the members the accounts and budget information.

Frank Rapp distributed a copy of the memorandum from Carole Bogue-Feinour, Vice Chancellor Academic Affairs Division along with a copy of the Tentative District/College Allocation for 2009-10.

Leticia Pastrana stated Kathleen Dorantes had mentioned that they will not use the \$5000 allocated to the reading/writing lab. Leticia would like to utilize the money to purchase the Pronunciation Power software to be used in one of her classes. Frank will check if this particular software can be used in the reading/writing lab.

Allyn Leon requested money to develop a couple of workshops:

- >Professional Development work shop
- >Math 70/80
- >ESL Strategies
- >Language objectives

He also stated money will be needed:

- >To pay attendees
- >Facilitator
- >Facility

Allyn also discussed a conference that will take place in November. He asked if he could get partial payment to attend. He mentioned ACCESO and the IVC Foundation assisted with funds last year.

Allyn asked about the status of the Math Coordinator. Frank responded that they did not have any luck in the second interview. Eric Lehtonen asked who to go to re-advertise the position.

David Zielinski asked if the Math Coordinator could be like the reading/writing facilitator's position. Lianna Zhao suggested a remedial math facilitator. Eric Lehtonen stated that there is no one in his department interested in the Math Coordinator position.

The ESL Basic Skills Categorical Position was briefly discussed. It was said that Ed Scheuerell was asked to come up with the description to advertise the position. The

members stated that the position has been in the expenditure plan and it will be funded with Basic Skills money. It was said that Kevin Howell was someone they had in mind for the position. David Zielinski will contact Kevin.

David stated that Mardjan was trying to design a math lab.

IV. Other

Frank notified the members that he will be attending a conference in San Francisco June 14-20. He asked if someone is interesting in taking his place, to let him know before May 13.

The committee agreed to meet in two weeks.

V. Adjournment

The meeting was adjourned at 4:27 p.m.