



**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES**

Wednesday March 23, 2011

1:30 p.m.

Room 2721

Frank Rapp called the meeting to order at 1:41 p.m.

Basic Skills members in attendance were as follows:

Frank Rapp, Basic Skills Coordinator
Betsy Riehle, Faculty Representative for Math
Deirdre Rowley, Faculty Representative for Reading
Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline
Michael Heumann, English Department Chair
Frank Miranda, Faculty Representative for Career Technical

Basic Skills members not in attendance were as follows

David Zielinski, Faculty Representative for writing
Kseniya Kareva, ESL Department Chair
Eric Lehtonen, Math Department Chair
Norma Nunez, Representative for Counseling

Others Present:

Brian McNeece, Dean of Arts/Letters
Terry Norris, Tutorial Specialist

Recorder

Martha Navarro

MEMBERSHIP CHANGES

No membership changes this time.

APPROVAL OF MINUTES OF 23 February 2011

M/S/C (Michael Heumann/Lisa Solomon) to approve minutes of February 23, 2011

APPROVAL OF MINUTES OF 09 March 2011 (SPECIAL MEETING)

M/S/C (Lisa Solomon/Michael Heumann) to approve minutes of March 09, 2011

COORDINATOR'S REPORT

DISCUSSION

1. Professional Development Book Club—Frank stated that the Professional Development Club met on March 22. They discussed chapter three of *What the Best College Teachers Do*. The discussion was inspirational. Meeting dates were set up. Frank will post meeting dates on website as soon as he gets a chance.

2. Other—Frank shared with the members that summer school was one of the discussions during the enrollment management meeting held on Friday, March 18. It was stated that if there is a summer session, classes will be limited and the focus will be on students who will be graduating in the summer so they can take any classes needed. Classes that are required to graduate will be offered. Brian stated that the emphasis is on students graduating, but not exclusively so. Betsy pointed out that high school graduates who are in the Math 80 level will not have a chance to take it during the summer so they could start Math 90 in the fall.

Michael asked who will be deciding what classes will be offered during the summer. Frank stated that the enrollment management committee involves Deans and Counselors and they will make recommendations to Kathy Berry. Frank also stated that the committee did specify that if there is a summer school, it will be limited.

Brian stated that his department was limited to 40 FTES. With only 40 FTES, they are thinking of offering the following classes:

- English 101-8 classes
- English 201 – 1 class
- English 89 – 3 classes
- English 101(or English 97) - 5 classes

Frank stated that a total of 200 FTES will be offered. Michael pointed out that some divisions do not offer many courses. Frank asked Frank Miranda if any programs that run continuously will be offering classes during the summer. Frank Miranda responded that possibly Collision Repair.

Frank notified the enrollment management committee that several members of the Basic Skills committee will be attending a workshop in San Diego on Friday, March 25. Frank offered to report back to the members of the enrollment management committee on the basic skills workshop.

Frank informed the committee about the upcoming Basic Skills workshop known as BSILI. The workshop will be held in Lake Arrowhead, June 13-17 2011. The workshop will focus on acceleration. Frank stated that the workshop is requesting two instructors to attend. He is not sure if they meant two English and two math instructors or one English and one math instructor. Frank will confirm. Frank asked the members to consider attending.

Frank also notified the members that he has not yet heard anything about the accountability report that is due in this June. He will talk to Lisa Brewster about the accountability report during the March 25th workshop. Frank is concerned that the committee is running out of time.

ACTION ITEMS

1. 2010-2011 Action Plan—Frank shared an email sent to Kathleen Dorantes from Kris Tedesco, the representative of “My Skills Tutor” software. The email explained that there was a misunderstanding about the fees for a two year contract. Kris misspelled what he was trying to say in regards to a two year contract. Kris emailed Kathleen offering three years for free if she were to purchase a two year contract (equaling five years) at the cost of \$12,115. What Kris meant is that if she were to purchase a two year contract, the third year would be free.

Due to his mistake, Kris Tedesco offered a discount. These are the fees after the discount:

- \$14,346 for a five year contract
- \$12,596 for a four year contract
- \$12,115 for a three year contract

The members agreed that “My Skills Tutor” is good software for students and has several advantages. Frank asked the members if they should buy the three year contract.

M/S/C Michael Heumann/Betsy Riehle motion to purchase the four year contract at the cost of \$12,596.

2. Travel Request—Frank asked the members if any travel by them needs to be approved by the committee. Michael proposed that if it exceeds a certain amount, they need to vote.

M/S/C Betsy Riehle/Michael Heumann motion to delegate to Frank the authority to approve on request five-hundred dollars or less.

M/S/C Betsy Riehle/Michael Heumann motion to amend the five-hundred dollars to two-hundred fifty dollars per person.

Any travel over two hundred and fifty dollars will require an email vote. Lisa offered to create an amendment referencing the email vote. Michael added that the outcome of the email vote should be addressed on the agenda and confirmed during the next Basic Skills meeting.

ADJOURNMENT

The meeting was adjourned at 2:27 p.m. The next Basic Skills meeting will be on May 25, 2011.