BASIC SKILLS INITIATIVE COMMITTEE MINUTES

Wednesday, March 4, 2009 3:30 p.m. Board Room

PRESENT

Leticia PastranaDavid ZielinskiDeirdre RowleyBruce SeivertsonEd ScheuerellAllyn LeonNorma NunezKathleen DorantesFrank Rapp

ABSENT

Kathy Berry

VISITORS

None

RECORDER

Linda Amidon/Martha Navarro

I. Approval of Minutes

Frank Rapp, Dean of Instruction, stated there were no minutes to approve at this time; however, the committee would be receiving minutes from previous meetings in the near future.

He introduced Martha Navarro, who would be replacing Linda Amidon as the recording secretary for the Basic Skills Committee.

II. New "Coordinator"

Frank Rapp introduced himself as the new Coordinator, but explained he was actually the overseer of the basic skills program. In response to inquiry regarding the plans for the coordinator position, Frank explained that English, Math and ESL faculty representatives would need to work with him to oversee the program. He stated that Leticia Pastrana, ESL Instructor, and Allyn Leon, Math Instructor, had recently begun working with him on the basic skills summer institute. Questions arose regarding the roles of the current ESL Coordinator and the Math Coordinator on the Basic Skills Committee, and plans for the Basic Skills Coordinator position. Allyn Leon expressed interest in serving as the Math representative. David Zielinski stated that Eric Lehtonen had expressed interest in the Basic Skills Coordinator position. Asked whether any decisions would be made in regard to selecting the new coordinator, Frank stated that at this point he would only be taking names of faculty interested in the position.

III. Summer Institute

Frank provided a report on the basic skills summer institute: The institute consists of English and Math classes offered during a four-week intensive summer session that was part of the regular summer session. The courses consist of existing English and Math classes converted to intense courses. The program involves pre- and post-testing of students. In addition to teaching, instructors would serve as mentors outside of classes and receive additional compensation for this assignment. Instructors would work with counseling on the mentoring aspect of the institute. March 31 is the deadline to establish the summer institute in order to get all courses into the summer schedule. Frank encouraged faculty to participate in the summer institute, he stated that faculty participants might receive a laptop. Norma Nunez expressed concern regarding whether laptops are an eligible expense for basic skills funds. The committee briefly discussed the deadline for expending the 2006 – 2007 basic skills funds; Frank stated it was his understanding that the funds must be spent by June 30, 2009.

Brief discussion also took place regarding the Puente Project. Frances explained that the District did not have the resources to continue the program. Leticia Pastrana suggested using the Puente Project as a model for the summer institute.

IV. Discussion

1. Projects Completed

Bruce Seivertson discussed the NADE conference. He stated that everyone who attended the conference agreed that it was worth attending. He has not written a report on the conference but mentioned that he will. He distributed copies of an email regarding the Academic Senate receiving an award for BSI.

2. <u>Projects In Process</u>

Cal-PASS module-money needs to be devoted to developing that project.

3. Scheduled Projects

- Summer Institute
- Library is getting easy reading books
- Proposed projects will become scheduled projects
- Frances Beope distributed copies of the ARCC Budget (Student Progress & Achievement Survey). She discussed the 2009 ARCC report. Frances requested \$13,770.00 to work on the project. She would like to continue with the project if funding permits and may come back to request more funds. Frances also spoke about the 1st Step Program project. She asked if anyone would volunteer their time. The event will take place on July 11, 2009. Frances stated that the program would give students an opportunity to meet instructors.

4. Proposed Projects

Deirdre Rowley distributed a copy of her report on the NADE Conference 2009. She stated the conference was engaging. She spoke about the software, "Criterion" and described what the software does. She stated a 30-day trial would be issued to her and Kathleen Dorantes, and they will pilot the software; Deirdre will test the software in her English 101 and Kathleen in her English 100. Ed Scheuerell said he is skeptical about the program and suggested combining the software with a mentoring program. Frank asked Deirdre to forward reports to everyone and see if this is something where basic skills money could go to. Deirdre mentioned that the software is inexpensive.

V. Adjournment

The meeting was adjourned at 4:45pm.