BASIC SKILLS INITIATIVE COMMITTEE MINUTES

Wednesday, September 10, 2008

PRESENT

Frank Rapp Norma Nunez Deirdre Rowley
Leticia Pastrana Lianna Zhao Bruce Seivertson
David Zielinski Eric Lehtonen Kathleen Dorantes
Robert Baukholt Kathy Berry Ed Scheuerell

Frances Beope Dawn Chun

ABSENT

VISITORS

RECORDER

Linda Amidon

1. Propose Statement & Committee Membership

Bruce stated Kathy had requested purpose statement. He presented the following:

- Sierra College Academic Foundation missions & Goals
- Basic Skills component for Accreditation
 - >Read aloud the purpose of committee
 - >October 15 is the deadline for Accreditation and 2008/2009
- Core Membership
 - >Participant's membership includes everyone else involved in Basic Skills
 - >Members will be called on to participate

Kathy notified committee that positions need to be shown on the committee based on the plan and purpose. She needs at least purpose by October 15. She discussed whether to have students and everyone else on the committee. Bruce requested a volunteer to writ purpose statement. Norma and Kathleen will complete the form available in the President's office and, will write the purpose statement.

2. NADE Membership

Bruce talked to Dr. Gould and said that the District will pay for ten member's membership. He said he will research the cost. He went on to discuss that the NADE conference was one of the best. He added that there will be another conference during the second week of the spring semester. He stated travel funds are available.

3. <u>2008-2009 Budget/Action Plan Writing Sessions</u>

The committee discussed the following the October 15th deadline. English 100 transfers but it is not part of a degree. Kathy stated that per Kathie Westerfield, had discussions over the last few weeks about being applicable to this college's degree. Bruce stated it is one level below, and one lever below is transferable. Clarification is needed.

Kathy stated no additional district money will be issue to add faculty. Norma asked about a categorical position. Kathy asked committee to bring back proposals. She notify committee that 2005/2006 funds must be spent this year. Dave suggested the use of 2007/2008 proposals document. Norma suggested completing proposal as a group.

4. BSI Faculty Workshops

Bruce has had discussions with several people. It was said that Allyn Leon will conduct a math workshop. Deirdre stated that workshops with reading instructors would be helpful. David added that students have grammar issues, so a workshop on teaching grammar would help. He also mentioned exit exam success is down and this could be something to focus on in connection with ICOE. Dawn stated statistics for fall 2006 show that adjunct instructors could benefit. Bruce suggested sending information to list and serve to share ideas. Dave notified committee that ICOE will be having a workshop on September 13th on poverty's effect on student learning. Presenter or liaison committee will check if a workshop for IVC is possible. Dawn stated Brett Phillips is willing to come out. She will meet with Brett on September 23rd, 3:30 pm and will ask him if he could attend. Bruce requested firm dates for the proposed workshops.

5. First Fall Reports by Programs/Coordinators

Kathleen presented statistics on the writing pods and report on new software and lab utilized time report. Stated Frances has been informing students. She has sent an email to the English instructors soliciting participation. Robert mentioned because of the popular times, around 40 to 50 students signed in. He said that he saw improvement in students who participated in the writing pods. These were English 100 students. He added that the students that attended the pods were referred by instructors. Frances asked if the success of students has been checked. Kathy stated that last year it was a pilot. She added variables need to be set up and to think about this year. She suggested a survey and then looking at grades. David stated Ed had brought up previously students visiting instructors during office hours and suggested pods evolving into something like this. Bruce suggested advertising sufficiently. Kathleen suggested sending emails to English instructors. Dave stated that they needed to get into the culture of collecting data.

Deirdre stated there were problems with the software and that they need to move to programs geared for developmental readers at a college level. She added that meetings to go over the programs would be helpful. She is obtaining the list of books. She and Terry have received employment requirements for Terry, which is a competency test developed for reading tutors. They will call a reading meeting for reading instructors.

Eric started linked classes this semester and Bruce asked him to initiate a study of linked and non-linked math 070 classes and how to carry forward, for instance, tracking effect on math 090. Eric is thinking of linking math 040 with math 070 and math 40 with math 090. He mentioned that he likes the concept of linked classes and feels it's a smooth process. He asked if we have thought about linking classes across disciplines. Bruce addressed the issue of different enrollment caps. Eric suggested setting the same cap for all Basic Skills courses. Norma has been working with Ed on validation of ESL courses (ACCUPLACER). Ed suggested linking the first, second and third level of the courses. Eric suggested having the same instructor teach linked classes. He added that the SME division assigns linked classes based upon seniority. He asked if he can notify instructor if he cannot teach unless instructor teaches all. Kathleen stated that Grossmont has different teachers. David gave the background on the purpose of linked classes.

6. Juan Cruz's Comments

Juan Cruz commented the following:

- >To look at previous report and merge
- >Explained and showed pages of Action Plan to be completed including other materials
- >Juan Cruz and Nancy Cook email correspondence regarding use of Basic Skills Funds for faculty

7. <u>Future ASCCC BSI Workshops</u>

8. <u>EOPS Component</u>

Norma stated EOPS and Student Services have goals and objectives. Early alert and study skills workshops will be available. Frances added that the key component of EOPS is to be a true participant, see counselor and, attend remediation.

9. <u>Data Collection: Handout</u>

10. <u>Future IVC Meetings</u>

Next BSI meeting will be Tuesday, September 16^{th} , 2.30 p.m. for writing and scheduling regular meetings.

The meeting was adjourned at 3:00 p.m.