

**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Tuesday, September 16, 2008**

PRESENT

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

ABSENT

VISITORS

RECORDER

Linda Amidon

The meeting began with the distribution of the 2007/2008 Expenditure Plan and the 2007/2008 proposals. Kathleen suggested focusing on the staff development, since everyone is discussing about it. Kathy stated that a lot of 2007/2008 money was allocated for staff development. The committee reviewed the proposals funded in 2007/2008. David Zielinski stated Mardjan Shokoufi tried to model the math lab after the English lab. He went on to explain item 7A. Item 8A was discussed. Kathy Berry stated she is not sure if the Lab Assistant for the Calxico external campus is a one time need or an ongoing need. Patti Biley replied that they need someone full time. Deirdre suggested matching the lab hours with the main campus. Eric identified classes for item 5A.

Kathy stated that 2007/2008 costs are going, such as the Math Lab Tutorial Specialist and Basic Skill Coordinator, will be added to the 2008/2009 Expenditure and Action Plan.

Bruce, Norma and Kathleen developed a draft mission statement and committee composition. Kathy said that it is different from the institutional mission for basic skill.

The committee discussed how to complete the 2008/2009 action plan. Kathy stated she recognizes the disconnection between the full time and adjunct ESL Coordinator. She added the ESL Coordinator needs to be used to assist students.

David stated that his goal was to follow Grossmont Basic Skills. He discussed linking and having full time mentor.

Norma mentioned the funding of previously faculty advisors.

David asked if Saturday workshops for adjunct would help. Kathy discussed mandatory staff development.

Deirdre suggested adding prerequisites to address the issue.

Committee discussed to include unfunded 2007/2008 proposals in the 2008/2009 action plan.

The meeting was adjourned at 4:31 p.m.