

**Basic Skills Committee Meeting**  
**Tuesday, January 25, 2011**  
**3:00-4:00pm Building 3-104**

Note: Basic Skills Certificate passed through Curriculum. Lively discussion

Note: Trying to make committee more visible.

- Venues for presentations (IPC, CPC, Academic Senate).
- Send Basic Skills Agenda & meeting reminder campus wide.
- Division meetings: 2 faculty presentation on strategies for reaching basic skills students in the classroom; clicker quiz = 5 top reasons people drop out & 5 top strategies for keeping them enrolled

**1. Basic Skills Action Plan for 2011**

**30 min**

**\*Review of goals for spring 2011**

**\*Best Practices Handout :** "Fast Gainers: 4 Ways That Colleges Have Raised Graduation Rates"

1) Focus on potential dropouts:

- Collect more information before they leave -- what do we know about these students? Students who miss any classes in first 2 weeks, students who can't buy textbooks.
- If students withdraw have a page come up asking if they want to talk with a counselor immediately
- Give faculty strategies for how to reach out to students who seem likely to drop (e.g. require all students to meet with instructor before final drop date; enable them to communicate; do assignments first two weeks that don't require textbook to give students a chance to get financial aid, etc., but also insist on importance of owning textbook; early alert.
- ESL/Word Jam: Measure G money available, someone needs to take charge.
- Understanding/reducing exit points: clear pathways
- Identify high risk students @ or before orientation (e.g. first generation students), connecting them up with peer mentors

2) Build up advising services:

- Visibility - drop in counseling in learning center and library in the first 2-4 weeks of the semester or even whole semester. Promote the service.
- Faculty advisors/training. Clear pathways for each program. Require advising appointments; SEPs. ESL students did gain from meeting with counselor.
- In-class visits
- Class check list (level appropriate)
- Peer mentors: having a class where students can get credit (1 unit leadership class). Connected to service learning, campus ambassadors.

3) Involve diverse voices:

- student/s on basic skills committee (ask faculty, Victoria). Victoria Worch on basic skills committee? Parents.
- Focus groups: ESL/Others
- Spanish language parent workshop: ELAC. Can recruit Spanish speaking parents and kids.
- Identify time slots for common activities
- Champions/exit students

4) make logistical changes:

- Do we track class demand not met?
- Saturday/evening classes
- Revise schedule to stay w/in blocks
- Articulation officer
- Pathways - peer mentorship
- Pathways - for each program; at each level
- Scheduling that fits students

**2. Budget /Basic Skills Fund**

**20 min**

**\*Summer LEAP?**

**\*Additional counseling hours?**

Summer LEAP? Instead of Summer Leap, do Peer Mentoring for first generation students, and ESL/Word Jam?

**3. Basic Skills Mission Statement and SLO's (a work in progress)**

**10min**

**Note: Flex Day March 11 through CIETL on technology. Would Basic Skills like to take the lead on something? February meeting.**

**Next Meeting: Tuesday, February 15th 3:00-4:00pm**