

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