



**BASIC SKILLS COMMITTEE**

**Agenda**

**Tuesday, September 20, 2011**

**3:00-4:30pm**

**Building 13- Room 112**

Present: Salumeh Eslamieh, Carla Stoner-Brito, Jeanne Gross, Rita Sabbadini, Yolanda Valenzuela, Alicia Aguirre, Jenny Castello, Leonor Cabrera, Michelle Morton, Kim Lopez

	Agenda Item	Presenter	Time Allotted
I.	<p>Division Updates:            ESL            English/Reading            Math            Counseling            Other</p> <p><b>ESL:</b> students have had a lot of trouble with prerequisites – students being mistakenly blocked. Should we get rid of them, especially for non-transferable courses? Matriculation is a problem (required orientations difficult for off-campus students)            Transfer discipline parade Wed Oct. 26 8-10:30am, 7:30-9:30pm. Basic skills invited. Will be doing SEPs.            Student groups: Bridging Hispanics Minds to Success will be in foyer doing outreach and selling food for a fundraiser (has to be prepared in a approved kitchen). Any other clubs?            ESL/Math focused inquiry group going really well. Working with students, Math faculty doing presentations.            JC talked to SE about ESL students joining word jam            New <b>Pay Ahead Pay Ahead</b> (starts Oct. 1): impact on ESL students, financial aid in progress, helping them navigate payment plan. How can we help with the transition? What about night students? What about students</p>	<p>Anniqua             Salumeh            Elizabeth             Denise             Sandra            Carla             Kim</p>	<p>20 min</p>

without credit cards?

A&R will be trained to assist students. Huge change in culture & district policy because of large outstanding debt (7 million). Students need to 1) have paid or 2) applied for FAFSA, or they can have a payment plan (through Sallie Mae, costs \$20). If they're getting the BOG, their book/material fees won't be covered. They need a \$0 balance (or FAFSA or payment plan) on account by Jan. 4 or they will be dropped (will drop students every 24 hours until the first day of classes). If they apply for FAFSA and don't qualify, they won't be dropped but there will be a hold on their registration for Summer /Fall 2012. DeAnza tried this (dropped after 5 days if they don't pay) and they gave up on it because it caused so many problems and took up so much staff time.

Late start classes (e.g. CBET) won't be impacted. They aren't dropping after first week.

Plan Ahead Pay Ahead: start advertising now in every venue we have (Transfer Discipline Parade, Transfer Day, Career Fair)

FAFSA Tuesdays

Workshops in LC in October to help with FAFSA, BOG, and payment plans

Can we do something particularly for students that aren't eligible for the FAFSA?

Robert Hood is heading up marketing campaign

**English/Reading** Word Jam had 18 students summer 2011 (almost no outreach; had all levels English and ESL). Mostly 826/836, got most out of it. Theme = college success. Read and wrote. Encouraged to retake test. Didn't have time for pre- and post. One student went for 826 to 100 Honors (returning student). RS offered tutoring support for Winter. No funding for coordination, took lots of time (in addition to research and curriculum planning).

**Math** Math Jam happening Winter (January), application is online. Denise will be working on an alternative/accelerated Math class for fall. It will be transferrable (curriculum needs to be written and submitted for review). To prepare for statistics. Will have key elements from each level, but won't cover everything – it's a different course. We don't currently have a class that prepares students for statistics.

**Counseling** Working on SEP campaign (starting

	<p>10/24?). If students get it in by 11/3 their registration date will be moved up. In Quad, at Transfer Discipline Parade, in classes. Kathy Sammut working with Anniqua &amp; CIETL to offer an SEP workshop for faculty Tuesday Oct. 18 12:30-1:00 &amp; Thursday Oct. 20 2:00-2:30</p> <p>Leonor Cabrera will no longer be attending Basic Skills. We need someone to attend IPC and someone from Workforce Development:  Kay O'Neill  Alison Field (Salumeh)  Dani Bohonick (Elizabeth/Rita)  Elsa Torres  Should we have more admin people? Linda Hayes?  Student: Basic Skills &amp; ESL. Talk to mentors. Talk to Academic Senate about recruiting Basic Skills faculty members</p>		
II.	<p style="text-align: center;">Review of budget</p> <p>\$15,395 carry over  +  \$105,137  Total = \$120,532</p> <p>Total fees for counseling = \$89,742</p> <p>We need to put estimated funds into categories – they can be moved around later.  Program/Curriculum Planning and Development,  Student Assessment  Advisement &amp; Counseling Services  Supplemental Instruction &amp; Tutoring  Articulation  Instructional Materials &amp; Equipment  Coordination  Research  Professional Development</p>	Carla	10 min
III.	<p style="text-align: center;">BSI Coordinator Event- report back</p> <p>BSI coordinator meeting:  Keep committee strong, open discussions, make decisions together as a committee. At some campuses administration has come in and taken over the budget.</p> <p><b>Coordination Models</b></p> <ul style="list-style-type: none"> <li>• faculty release time</li> <li>• Adjunct overload</li> <li>• Counseling / Coordination</li> <li>• Co-Coordination</li> </ul>	Carla	10 min

	<p>Discussion of a full time coordinator. CSB wants to continue to counseling and teaching. We need to list what the tasks that need to be done and then decide what kind of coordinator we need CSB currently: 7 hours Coordination; 20 Counseling; 3 1-unit classes</p> <p><b>Tasks/Goals</b> Coordinate World Jam? Basic Skills Retreat? Follow up where LC 2008 students are now, Connect Projects for Action Plan to Research Projects identified</p> <p>Retreat Friday Nov. 28 12pm-3pm?</p> <p><b>Current research projects/reporting:</b> Follow up on LC students from 2008 – where are they now? Impact of Supplemental Instruction</p> <p>Carla spent a lot of time with CSM coordinators (Lorena Chavez &amp; James Carranza). Committed a lot of money to professional development Programing <i>Teaching Underprepared Students</i> author is coming to speak in November. Do a joint presentation? Lorena does adjunct EOPS counseling and is .5 coordinator as overload.</p>		
IV.	BSI Five Year Goals	All	20 min
V.	Review of BSI State Report	All	30 min
			<b>TOTAL: 90 min</b>

**Next Meeting: Tuesday, October 18th  
Building 13- room 112  
3:00-4:30**