



BASIC SKILLS COMMITTEE

Tuesday, March 27, 2012

3:00-4:30pm

Building 9- Room 153

Minutes

Discussion of Basic Skills Coordinator / Writing Coordinator Position

Agenda Item

I. Discussion of Basic Skills Coordinator / Writing Coordinator Position

Basic Skills Coordination = 50% of position

Writing Coordinator = 50% of position (25% basic skills / ESL and 25% transfer)

Budget:

Balance in Basic Skills Fund = \$105,137

Assuming position is about \$70,000, Basic Skills would pay for 75% = \$52,500.

Remainder in Basic skills fund would be \$52,637.

Basic skills would be spending less (75% of a position)

Concern about stability of funding

Concern about stability of counseling position: stable for 2 years, after that we'll have to figure out counseling piece

Carla would shift hours to counseling for Basic Skills and ESL students. The VPI and VPSS can write something up to confirm this.

Create a checklist for coordinator to build on basic skills / committee work without setting duties in stone. Create an orientation for new basic skills coordinator. See job description from 2010.

Job Description

TBA for ESL: mention in job description? A lot in their already, don't want to be too rigid.

At least one year of teaching experience; looking for a faculty member with administrative experience

The Basic Skills Coordinator is the "front door" of the college for many students.

Should be a counselor. They see the whole picture of how the campus operates.

Get more representation from math and science. Add "Math" to requirements?

More integrated view – Math as part of basic skills.

Vote to approve position:

10 yes

Vote to add math to requirements

4 no

5 yes

1 abstention