

**Basic Skills Meeting Agenda**  
**11/17/09 3:00-4:00pm 3-104**

1. Learning Communities Coordinator and Basic Skills Coordinator 10 min  
Spring 2010, 2010-2011, 2011-2012

What are the differences between the LCC and the BSC? Next meeting: Review job descriptions. Plan to create more learning communities (in ESL, ECE, Honors...). Currently there are a lot of different options with different names - confusing for students. Some go off-track (e.g. Student Success in the Evening). LCC would oversee basic skills and non-basic skills learning communities. Connected to *Center for Innovation and Excellence in Teaching and Learning*?

Cabrillo hiring a full time LCC using Title V funds  
Future of FYE? Sufficient counselors to teach CRER courses?  
What if there is no Basic Skills Coordinator?

- Would Basic Skills Counselor step in? Bad precedent, a lot to fold in?
- Would administrators take over?
- Would duties be divided up among committee members?
- Should the BSC be on so many committees? Should those duties be spread around?

Problem: we create positions and programs using soft money, but how do we sustain the programs we set up?  
How do we make Basic Skills efforts campus wide, reach more people, coordinate with other efforts (such as the honors program?). Students fall into multiple categories (Basic skills, Transfer, Honors, etc.)

2. Discussion of Counseling Position 20 min

Presentation by Carla Stoner-Brito: job posting, duties, activities. CRER courses, 1-on-1, SEPs, outreach, students, intrusive counseling, transfer visits, new C-REG orientations  
Visited all Basic Skills classes Spring 2007. Do something similar for ESL classes?  
Positive feedback from faculty and students in learning communities  
Counselor brings: big picture view, contact with students, contact with faculty, contact with student services. Key for planning.  
What have we done that has worked? What hasn't? Not just for counseling, but for all Basic Skills projects?  
Consensus: counseling is an essential piece for Basic Skills students. What duties/activities best serve our students?  
Suggestions: visit ESL classes, C-REG group orientations for ESL, directing ESL students into appropriate Math and Computer course pathways

3. Feedback from flex-day learning communities workshop 15 min

Collaboration time has 2 aspects: curriculum development (beginning/middle/end) and checking in about students (weekly)  
Counselors in classes works well  
Ideal pathways  
Transfer level learning communities  
Basic Skills classes paired with transfer level content classes: for Crossing Borders it worked well

for 836, not so well for 826

Assessment/Grants: Bart offered to help with pre- post-surveys

What is the future of FYE?

4. Other

Recoding ENGL/READ 836 as Basic Skills

English faculty voted 5 to 2 to keep it as is. Students receive credit but can't use to transfer.

TBA Orientations: difficult to manage, but important to get students into Learning Center and Library. Crucial piece, should be promoted, TBA hours should be kept in courses.

Topics for next time:

- Basic Skills Coordinator job description: divide duties
- Strategies for reaching a broader audience
- Potential joint meeting between honors and basic skills committees
- Strategies for expanding counseling services for ESL
- Communicating changes in ESL sequence to Counseling