

## Basic Skills Meeting Minutes

August 17, 2010 3:00-4:00pm 3-104

**Present: Leonor Cabrera, Carla Stoner-Brito, Robin Richards, Denise Hum, Anniqua Rana, Nick Tuttle, Maily Brewer, Jenny Castello, Yolanda Valenzuela, Alicia Aguirre, Janet Stringer, Sarah Perkins, Rita Sabbadini**

1. Report on summer events

■ Faculty Retreat: The retreat was held on June 1, 2010 at Cañada College. Faculty from throughout the bay area attended. The event was open to all and promoted through the Bay Area Network.

■ Summer LEAP: Nick Tuttle, Maily Brewer and Salumeh Eslamieh reported on the program which took place August 2-6<sup>th</sup>. Sixty-two applications were received, 34 students were invited to attend, and 22 completed the program. The original budget for the program was \$20,000. The total cost should be less. Expenses will be finalized in the near future. Regarding student success and feedback: Data was presented and reviewed. (Please see the full Summer Leap report posted on the Basic Skills web site.)

2. Anniqua: Report on Bay Area Network and upcoming events:

- Focus on inquiry into completion
- Work on identifying outcomes and evaluating programs in relation to them
- Template for reporting outcomes

<http://rpgroup.org/content/BRIC-inquiry-guides>

[Assessing Basic Skills Outcomes](#)

[Maximizing the Program Review Process](#)

[Turning Data into Meaningful Action](#)

IMPORTANT DATES:

Sept 17 ESL, Basic Skills Coordinator, Adult Ed Coordinator

<http://calendar.3csn.org/events/index.php?com=detail&eID=90>

October 6-9 Strengthening Student Success (Anniqua, Michelle and Carla will be going)

Oct 22 CalADE

Nov 5 UMOJA Conference

Nov 19 Nor Cal LINKS

### CIETL FORUMS 2010 and 2011

Date	Time	Topic
Tuesday, Sep 28	2:00-3:30	FIN session I: Introduction to Focused Inquiry Networks (FIN)
Monday, Oct 25	2:00-3:30	Learning Communities
Tuesday, Nov 30	2:00-3:30	FIN session II
Monday, Jan 31	2:00-3:30	Professional Development Opportunities

Tuesday, Feb 22	2:00-3:30	FIN session III
Friday, Mar 11		Technology Forums
Tuesday, April 26	2:00-3:30	Planning for Fall 2011

3. Review of research and best practices/ “Achieving the Dream College Implementation Strategy Overview”

■Data regarding student persistence was reviewed. Committee members were asked to break into groups and brainstorm ideas to improve these rates. The groups then presented their ideas to the larger committee. Ideas included:

-A discussion regarding enforcing pre-reqs. This would have to be a district wide conversation and implementation....making it mandatory for students to enroll in basic skills classes their first semester.

-Improving communication between counseling faculty and instructional faculty regarding new sections that may need to be added. Due to class availability, many students are unable to take basic skills classes their first semester. They tend to “self-enroll” in transfer level classes they are not ready for.

-Integrating English and Reading classes to shorten the length of time students spend in basic skills classes.

-Creating a list of recommended classes students can take their first semester if they are unable to enroll in the basic skills classes.

-We should continue to fund bridge programs such as Summer Leap. Should we hold a “Word Jam” or other similar program for Reading and Writing?

-Placement testing process should be reviewed...perhaps we can implement a mandatory practice session before each student takes the placement test.? Students need to understand the placement test is a high stakes exam! We should be doing more outreach to the high schools regarding this matter.

-We should offer late-start basic skills classes.

-We need to constantly review data... can we look at patterns of groups of students and learn about their persistence?

**Next meeting: Tuesday, Sept 21<sup>st</sup> / Building 3-104, 3:00-4:00 although there was a comment we should extend meetings to 4:30.**