



**BASIC SKILLS COMMITTEE
Meeting/Retreat**

Agenda

**Tuesday, November 15, 2011
3:00 pm- 6:00 pm
Cañada Vista Clubhouse**

Present: Sarah Perkins, David Johnson, Alicia Aguirre, Jenny Castello, Anniqua Rana, Denise Hum, Elizabeth Terzakis, Carla Stoner-Brito, Rita Sabbadini, Michelle Morton, Yolanda Valenzuela, Salumeh Eslamieh, Jeanne Gross

	Agenda Item	Presenter	Time Allotted
I.	<p align="center">Division Updates: ESL</p> <p>Honors visits to ESL 400/LIBR 100 (Aguirre) SEPs for ESL students: start with ESL classes, then discuss majors Transfer Discipline Parade: lots of students, less faculty. Basic skills came for first time. Vocabulary lesson around Plan Ahead Pay Ahead (Aguirre/Gross)</p> <p align="center">English/Reading</p> <p>Word Jam for Spring (funded by Measure G) for ESL (Castello) and Basic Skills (Eslamieh). Same time as AM Word Jam. Need to advertise, need a space (Library?).</p> <p align="center">Math</p> <p align="center">Counseling</p> <p>SEP outreach – a lot getting done. Need for off campus counselors to visit and do SEPs for ESL classes. Counselors overloaded; faculty, departments requesting counselor visits that are not being met. Need for more counselors, particularly in the evening (only counseling until 7pm 2 nights a week). Carla, Jenny, Kathy, and Robin will meet to discuss needs of basic skills students & ESL students, particularly in the evening and off campus students; short and long term solutions (basic skills funding + counseling hours). Numbers:</p>	<p>Jenny/ Anniqua</p> <p>Salumeh/ Elizabeth</p> <p>Denise</p> <p>Carla</p>	<p>10 min</p>

	<p>how many basic skills & ESL students are there? How many evening students? See also proposal for additional counseling.</p> <p>Other</p>		
II.	<p>Review of Basic Skills Budget</p> <p>Need to get the budget information earlier so we can plan</p> <p>Need to spend \$39,857 for 6/30/2013 Need to spend \$105,137 by 6/30/2014 Total = \$144,994.00</p> <p>Conferences Speakers If you have ideas and want to submit, please do so</p>	Carla	10 min
III.	<p>Project Proposals /Discussion</p> <p>PROPOSAL 1 Additional in-class Supplemental Instruction for ENGL/READ 826. We have additional outside class as well. Cost = \$1,280 for just in-class, \$2,560 for in-class and outside class Comparison group (Margaret). Total = \$2,560 per semester x 3 semesters \$7,680</p> <p>PROPOSAL 2 Professional development: sharing experience working with tutors in class (Yolanda Valenzuela, Anniqua Rana, Michelle Morton). Provide a stipend for adjunct faculty</p> <p>PROPOSAL 3 Supplement collaboration time for faculty working in learning communities (visit each others classes, plan curricula, shared grading system, learning objectives, etc. etc.). Questions: need for time more than \$ -- would it be possible to get some release time? \$350 per faculty per class per semester Total = \$6,300</p> <p>Other Professional Development Proposals: stipend for adjuncts to attend professional development activities. Need to share information.</p>	All	120 min

Could we link a MATH & CRER?
Could we link ESL & CRER?
Could we link MATH, ESL, and CRER?
Could we have MATH targeted to ESL with extra support? (counseling and supplemental instruction) (Follow Up: Math/ESL group)

PROPOSAL 4

Spring 2012 SEP Follow up Activity for ESL and Basic Skills Students Plan (all students not already in a Learning Community)

Early in Spring 2012, the first two weeks of February, the Basic Skills Counselor with other counselors as necessary visits ESL and Basic Skills classrooms to follow up with students on their SEPs, petitions for ACE Awards and English for the Workforce Awards, and shares information about the PASS Certificate and ECE Certificates. For ESL and Basic Skills classes where the majority (or all) the students are new, the counselors can get the students started on their SEPs since there isn't be a Transfer Discipline Parade event in the Spring.

1. 10 hours for on campus ESL: 5 hours for day classes and 5 hours for evening classes (Level 1-4 ESL Grammar Writing classes and ESL 400)
2. 14 hours for off campus ESL (8 CBET, 2 ESL + ECE learning communities and 2 ESL classes @ Sequoia Adult School)
3. __ hours for Basic Skills classes

Cost: 25 MATH, 16 ENGL/READ, 35 ESL = 76

total counseling hours

Total = \$5,500

PROPOSAL 5

Pathways Poster: As soon as possible, we would like to make posters for the ESL Pathways we have identified for students. The idea is to present these pathways in a visual way to help students see the courses that they need to take to reach transfer level English and the PASS Certificate, ECE and ESL pathway, ACE Award pathway with other courses, and English for the Workforce Award pathway.

We have tried to put some ideas together, but it would be helpful to hire a student in Multimedia Art to create poster design that represent the pathways in a clear and consistent way.

Cost: stipend for student artist \$500; printing cost \$500

Total = \$1,000

VOTE:

	<p>ALL PROPOSALS APPROVED UNANIMOUSLY WITH ADENDUMS ALL PROPOSALS APPROVED X 3 SEMESTERS</p> <p>Above proposals focused on supplemental instruction, counseling, professional development for learning communities, additional support for learning communities/math (SI or Counseling; hours or LC).</p> <p>PROPOSAL 6: FOR BASIC SKILLS COORDINATOR Continuing Coordinator/ Counselor position? Currently funded through June 2012 Position proposed by VPI Perkins: Writing Center Director / Basic Skills Coordinator. Writing Center Director would help Basic Skills and Transfer students, would be funded 75% basic skills, 25% Measure G. Non-tenure track faculty person. Should work across the curriculum (not just English/ESL). Work with Math, Work Force, Transfer, etc. Learning Center would be a good place to be based.</p> <p>Would free up counseling hours. Carla Stoner Brito would be temporary full-time in counseling, focused on basic skills. We don't want to lose those counseling hours.</p> <p>Forward two proposals together: 1) full time ESL/Basic Skills Counselor (temporary fulltime) [funded 1310 (classes); Measure G (counseling hours)], 2) full time Writing Center/Basic Skills Coordinator (non-tenure track faculty position) Position funded 75% basic skills 25% measure G. Writing Center assisting basic skills, ESL, & transfe.</p> <p>Vice-President of Instruction Perkins will investigate funding Follow up next meeting</p> <p>Follow up: Carla will send out a message with information from VPI and addendums to proposals</p>		
IV.	<p>Educational Master Plan Discussion</p> <p>Feedback not incorporated. Do we want to make a recommendation as a committee, and</p>	All	20 min

	ask that our comments be included?		
V.	Task Force on Student Success Long, complicated, no one has had a chance to review it.	All	20 min
			TOTAL: 180 min