



## Basic Skills Initiative Committee

### November 20, 2008 Minutes

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**MEETING TYPE:**

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Staff  
Product/Project  
Special

**Starting Time:** 2:00 p.m.

**Ending Time:** 3:30 p.m.

**Place:** SU-18

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**Co CHAIRS:** Fergal O'Doherty and Gary Sosa

**ATTENDANCE:** Cynthia Anfinson, Ruth Barnaba, Lee Chen, Marty Furch, Martin Japtok, Stan Levy, Steve McDonald, Linda Morrow, Sue Norton, Fergal O'Doherty, Bruce Orton, Gary Sosa

**ABSENT:** Berta Cuaron, Theresa Hogan Egkan, Lynda Halttunen, Mollie Smith

**RECORDER:** Joan Decker

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Fergal O'Doherty and Gary Sosa called the meeting to order at 2:00 p.m. Minutes for the October 16, 2008 meeting were approved (with change noted), MSC, McDonald, O'Doherty.

**Coordinator Reports:** Gary attended a BSI Coordinators meeting in Anaheim. Every college is handling their BSI plan differently. There is no common work plan description, job titles, or agreement on faculty leave, but everyone is excited and willing to share ideas on professional development and learning communities. Juan Cruz discussed funding and deadlines to spend funds. Gary and Fergal plan to visit department meetings to explain and recruit faculty. We need counselors to be involved. Coordinators will gather upcoming BSI events to add to website.

**Freshmen Experience Coordinator:** It is agreed that title should be changed to First Year Experience Coordinator although freshmen is name listed in grant. Fergal and Gary reminded the committee that it is not necessary to be a counselor to apply. Coordinator needs to identify best practices to engage students in first year and persist. They also reminded the committee that the Title V HSI grant has funding for a .8 FTE counselors in years 1 and 2 and 1.0 FTE counselors in years 3, 4, and 5. They are looking for good models and classes to target and equip with tutors and counselors.

**BSI/HSI Governance Structure:** Marty presented the document that has been approved by LOC. However, the Faculty Senate questioned the number of faculty assigned and asked BSI to discuss further. Change was approved to add 2 at-large faculty positions and change title of "Manager, Evening Administration" to "VPI Designee," MSC O'Doherty, McDonald. Also, a motion was made to table discussion on BSI voting rights to next meeting, MSC McDonald, Sosa.

**BSI/HSI Workgroup:** Fergal reported that a group including Teri, Tom, Cindy, Gary, Martin, Steve and Fergal are meeting each Monday to implement the action plan.

**TLC Escondido:** Gary reported at the last meeting with the Architect Kris Kay, the group decided on lighting fixtures, wall and carpet color. Kris will display a color board soon at the Facilities Office and Gary will arrange to bring to next BSI meeting. Fergal reported that a group will visit and video the Pasadena TLC on December 5 where their program is run by students-with Apple Computers. They also have an accelerated Math program.

**BSI/HSI PD Workshops for Spring 09:** Martin has regularly scheduled cultural sensitivity workshops next semester. Also, Friday workshops will offer different topics about learning communities. Marco Cicero will be the facilitator. They may also schedule 2-3 days during the spring break for PD and offer hourly pay.

**Learning Communities for Fall 09:** The concept is that former “A” students meet with current students using the Supplemental Instruction (SI) concept. The committee reviewed Steve’s handout explaining what instructors will do to participate in the learning communities and with a slight change approved the form for mailing to department chairs.

The meeting adjourned at 3:30 pm.

**Next Regular Meeting:** Thursday, December 18, 2008 2:00-3:30 pm in SU-18 and Coordinators will bring food and drink.