



## Basic Skills Initiative Committee

### December 18, 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, Michelle Barton, Lee Chen, Marty Furch, Lynda Halttunen, Theresa Hogan Egkan, Martin Japtok, Stan Levy, Steve McDonald, Linda Morrow, Sue Norton, Fergal O'Doherty, Bruce Orton, Gary Sosa and Visitor, Shayla Sivert

**ABSENT:** Ruth Barnaba, Berta Cuaron, Tom Medel, Freddy Ramos, 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 November 20, 2008 meeting were approved (with corrections noted), MSC, Halttunen, Japtok.

**Announcements:** Gary and the committee congratulated Theresa Hogan Egkan who has been selected for the First-Year Experience Coordinator (FYEC) position. Terri said she has been researching this topic for several years and plans to first survey campus constituents for ideas that are working to use along with successful activities from her research. Lynda explained that the Counseling Division has several good ideas in place but the FYEC needs to help pull together all the pieces to improve our efforts and that we need to also look at helping Second-Year students.

**Report from Coordinators and BSI/HSI Workgroup:** Gary said the group meets weekly on Monday to plan and discuss issues concerning the project. The following BSI activities have been identified for spring:

1. Workshop with Marco Cicerone (one in February and one in March). He will present ideas on setting up learning communities and ways to encourage student involvement.
2. A course expectations workshop will be arranged before March for departmental designees who will then share the information with their faculty. At the session faculty will have an opportunity to brainstorm across departments and learn how each manages their basic skills course expectations prior to taking a class. Michelle suggested the BSI group work with the COST group to share what works with meeting student expectations.
3. A student-generated content workshop will be facilitated by Apple Computer to demonstrate how to use video to encourage students to develop course presentations and to improve learning and retention. The group discussed the importance of using different teaching methods and helping students identify their preferred motivational method.

4. A workshop on focus groups to identify barriers to learning will be facilitated in early June by Ken Gonzalez with 5 or 6 team leaders over several days. Team leaders will be taught how to establish focus groups within their respective departments. Mr. Gonzalez' workshops are highly recommended. Michelle Barton stated that through a qualitative study, informative data can be collected to help improve teaching, identify outcomes, identify different ways to address issues, and to better understand our student population. Michelle offered staffing assistance from Research and Planning to analyze focus groups' data.

**Establish Tutoring Committee:** Steve McDonald said we need to form this committee to staff the TLC with tutors. The committee will help existing tutoring groups improve communication, organize, integrate and standardize the operation of the programs. The Tutoring Committee would consist of the Co-Chairs of the BSI/HSI Committee, the Coordinator of Tutoring Services, an ESL Representative, the Director of the Math Center, Reading Department representative and the Coordinator of the English Tutoring and Writing Center. MSC, McDonald, Halttunen.

**Establish Procedure for Approving BSI/HSI Activities:** Gary Sosa explained that several faculty or departments have asked if funds are available from these grants for various teaching or curriculum needs. Steve proposed that the BSI vote to allow the weekly workgroup to expend funds according to preset activity requirements. A Project Evaluation Workgroup is also meeting quarterly to satisfy Title V grant requirements. After further discussion, Steve withdrew the request and the workgroup agreed to bring to the next meeting a formal process including a draft request-for-funding form and an expenditure report.

**Voting Procedure:** Due to lack of time, this topic will be discussed at the next meeting

The meeting adjourned at 3:30 pm.

**Next Regular Meeting:** Thursday, January 22, 2009 2:00-3:30 pm in SU-18