



**Basic Skills Initiative/Hispanic
Serving Initiative Committee**
April 16, 2009 Minutes

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Starting Time:	2:00 p.m.
	<input type="checkbox"/>	Product/Project	Ending Time:	3:30 p.m.
	<input type="checkbox"/>	Special	Place:	SU-18

Co CHAIRS: Fergal O’Doherty and Gary Sosa

ATTENDANCE: Cynthia Anfinson, Mike Arguello, Ruth Barnaba, Dick Borden for Michelle Barton, Lee Chen, Marty Furch, Calvin One Deer Gavin, Lynda Halttunen, Theresa Hogan Egkan, Martin Japtok, Emiko Kiyochi, Stan Levy, Steve McDonald, Tom Medel, Linda Morrow, Fergal O’Doherty, Freddy Ramos, Mollie Smith, Gary Sosa, Sue Zolliker

ABSENT: Berta Cuaron, Sue Norton, Gabe Sanchez, Debi Workman

RECORDER: Joan Decker

Fergal O’Doherty and Gary Sosa called the meeting to order at 2:00 p.m. Minutes for the March 19, 2009 meeting were approved, MSC, Halttunen, Medel.

BSI/HSI Workgroup Report: The group continues to meet weekly. Fergal explained the purchasing and bidding schedule. The \$470,000 construction bid was approved and the TLC will open in August for the fall semester. On May 27 the equipment purchase will go out to bid with furniture to be delivered on July 31. Jose Vargas is handling the technology bid. Ruth asked about construction impacting classes during the summer. Fergal, Gary and Steve reminded members to feel free to email them with any questions, concerns or recommendations following each regular monthly BSI meeting.

Tere has found 5 students to hire and train to work with EAP students this spring and help with intervention in the fall. She is working on parent orientation, questions for parents, and a parent web page. Fergal asked her to remind parents not to call faculty for student grade reports. Recently Tere met with Michelle Barton and Dick Borden and discussed technology and social networking. They are planning to do a survey to followup orientation and find out the technology students use to help them plan for the fall. Martin said the workgroup has shifted focus from professional development to the TLC needs, learning communities, and the first year experience. In the next 2 weeks they will schedule PD activities for the fall. Judy Wilson is interested in setting up faculty inquiry groups (a trend popular now around the country) where faculty address a question and then bring recommendations back to the college. Steve and Marty said both BSI and LOC will support this. Cindy reported that she is working with Tere on creating Math Anxiety workshops with instructors and counseling. Nursing is interested in these workshops for their students. Cindy said they met with Gary Sosa, Dick Borden, and Bob Gorden to discuss software to track students attending tutoring at the Escondido TLC. They are looking at 4 systems while considering needs of all users and integration and compatability with Peoplesoft.

Steve said each group has identified staffing coverage for the different tutoring areas in the TLC. The recommended hours of operation are Monday-Thursday, from 7:30 a.m. or 8 a.m. to 8 p.m. or 8:30 p.m. and Friday from 9 a.m. to 2 p.m. To allow startup time, there will be no weekend

hours for the first semester. They are also scheduling the courses that will send students to the TLC in the fall. The BSI discussed the need to identify the usage parameters for the TLC. Steve suggested the workgroup send a letter to faculty to express the vision for using the Center including rules for behavior and synchronized computing. Steve reminded the committee that the BSI needs to identify a site for the San Marcos TLC, and it was suggested that we survey students on their recommendations for needs and location of the San Marcos TLC.

Tutoring Workgroup Report: Steve said the group is discussing assigned time to increase staffing and is waiting to process through district, MOU from PFF and Faculty Senate. They have identified pay rates for tutoring assistants:

1. Lower Division students @ \$9/hour (Most of current tutors in this category)
2. Upper Division (such as juniors and seniors at CSUSM) @ \$11/hour
3. Bachelor's degree or special skills such as professional writer @ \$13/hour

They've also identified the need for departments to train tutors for their own disciplines as well as the need for more generalized tutor training consistent across all departments. They have also discussed the need to track students by discipline. For instance, dental assisting and nursing students are high tutor usage. Steve recommends a monthly reporting to faculty begin on the TLC protocol.

Early Alert Workgroup Report: Lynda said in Spring 2009 470 letters were mailed to students and followup showed that about 46% in the cohort group made a counseling appointment. Lynda handed out a draft plan that the group developed. The plan is to pilot email letters parallel with U.S. mail letters in the fall 2009. Notification needs to reach students before the 8th week of class. She outlined staffing needs at TLC to handle followup to the letters and expansion plans to eventually send letters to all classes by fall 2011. They hope to use enhancements that Peoplesoft developed for CSU Fresno. Stan said that CSU Fresno has 3 full-time staff to handle their followup.

Learning Communities Report: Steve reported that 7 learning communities with instructors are identified for the fall. The learning communities consist of various combinations of Reading, Math, ESL and Counseling. Each learning community section, with the exception of Counseling, includes an embedded tutor. They are holding a breakfast meeting in the next couple of weeks for participants to discuss. Each student will attend a 1 unit counseling class and meet twice per semester with the teacher and the counselor. They are discussing ways to track students and their attendance of required activities like counseling and tutoring. Students will take Counseling 197 and develop an education plan. Tere said they are changing the name of the Freshmen Experience class. Steve will send the BSI/HSI Committee a list of classes in the learning communities.

BSI Regional Meeting: Steve sent an email to faculty recently explaining the logistics and said there is still room for more to attend. The State Academic Senate is paying travel costs.

The meeting adjourned at 3:30 pm.

Next Regular Meeting: Thursday, May 21, 2009 (2:00-3:00 pm in SU-18)