



**Basic Skills Initiative/Hispanic  
Serving Initiative Committee**  
*May 21, 2009 Minutes*

**MEETING TYPE:** ☒ Staff  
☐ Product/Project  
☐ Special

**Starting Time:** 2:00 p.m.  
**Ending Time:** 3:30 p.m.  
**Place:** SU-18

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

**ATTENDANCE:** Cynthia Anfinson, Lee Chen, Marty Furch, Calvin One Deer Gavin, Theresa Hogan Egkan, Emiko Kiyochi, Stan Levy, Fergal O'Doherty, Gabe Sanchez, Mollie Smith, Gary Sosa, Debi Workman

**ABSENT:** Mike Arguello, Ruth Barnaba, Michelle Barton, Berta Cuaron, Lynda Halttunen, Martin Japtok, Steve McDonald, Tom Medel, Linda Morrow, Sue Norton, Freddy Ramos, Sue Zolliker

**RECORDER:** Joan Decker

Fergal O'Doherty and Gary Sosa called the meeting to order at 2:00 p.m.  
Minutes for the April 16, 2009 meeting were approved, MSC, Furch, Levy.

**BSI/HSI Workgroup Report:** The group continues to meet weekly. The estimated opening date for the TLC in Escondido is June 22. Furniture bids are due May 27 and delivery is expected at the end of July. A group from Palomar recently visited the LGBT offices at UCSD and noted they have sturdy and comfortable Steelcase furniture and are hoping to get this brand for the TLC. They met with Laura Gropen and Mea Daum to plan for the TLC opening. The tentative date is September 16, also Mexican Independence Day, from 4-7pm. They will have a ribbon cutting and invite local congressmen, the Escondido mayor, and representatives from local schools, community boards, Palomar faculty, staff, and students, parents and families. Debi offered that EMT students could volunteer to work at the event. Laura and Mea also discussed naming of the center and suggested marketing with a colorful branding image and holding a student contest for naming and logos. They also stressed the need for music and artwork. Stan recommended that we add a second day especially for the Palomar community to attend to help get the word out to that they need to refer their students to use the TLC. We should send an invitation to the department chairs as well as all faculty. Cyndi reported that a committee has been looking at several attendance tracking systems and decided to rework and use the existing PAT (Palomar Attendance Tracking) system which also interfaces with Peoplesoft. They have been working with the Palomar Research Office staff and Information Systems in putting together a wish list of information they want to begin tracking in the fall as well as future needs. Hopefully the system will be implemented at all future tutoring centers. For instance, it could track the currency of each student's education plan with layers to suggest the student seek tutoring assistance and financial aid. The Committee discussed the need for computers to timeout or use a split screen so only staff can view confidential information. Marty suggested monitoring the before and after TLC progress to show progress on the grant. Michelle will let them know if the system is effective or information is missing so that IS can tweak the system. This summer they will look at a prototype of the system and next week begin process to hire a tutoring specialist and an Instructional Assistant. The request for reassigned time for ESL and Math Tutoring Directors has been approved by the Faculty Senate and next goes to the PFF to present to the district.

Tere reported that she, Gale and Glen attended a regional conference at LA Mission College and got lots of ideas for forming a summer bridge program. She is working with the Research Office and looking at success rates for our current traditional students in math and english to track how they progress in a summer bridge program. She said they need help with a name for the summer program and ideas for field trips. She recommended reading "Inside Out" about students set in a 3 hour event. She is scheduling September 30 for families and wants to include information about Blackboard, ESL, Library, all tutoring and financial aid and transfer center workshops and then duplicate the event at the Escondido Center. Tere will be talking this fall to faculty mentors Peterson and Barrett about restarting this group in the spring.

**BSI/HSI Governance:** Marty explained that at Palomar, every committee and council is organized through a governance structure that describes its name, duties, who it reports to and its products. The BSI started as an ad hoc workgroup eventually becoming a steering committee that is housed in the Learning Outcomes Committee structure. Now it has evolved to become a bonafide standalone committee so it is separate from the LOC but still reports to LOC (LOC reports to the Faculty Senate) and Marty is here as the LOC Advisor to share between LOC and BSI.

**Coding for Noncredit and Basic Skills:** Lee reminded that the statewide basic skills triggered issues including CB21 coding for courses below transfer level. Now that separate funds and enhanced funding are awarded for noncredit we need to code correctly to track progress and accountability. A large group met in Sacramento to try to determine the number of levels in noncredit and where credit and noncredit bridge. Courses are in Math, English, ESL, and Adult Basic Ed. We have to work on our coding and also track progress. The current state system only allows designation for A, B, C and Y progress. The credit and noncredit rubric is working to allow more levels to show progress. Noncredit progress is also tracked by looking at changes in former student's wages. Stan suggested that we need to lobby the state that they need to be informed that there are courses that are both AA applicable and developmental. For instance, English 50 level students can graduate with a baccalaureate degree. Lee said the state has provided us with rubric to inform our coding so that we can attempt to follow students based on our individual college's coding and show progress. The group discussed the issue of how code changes will effect transfer designation and possibly financial aid. They also discussed need to convince federal government to provide financial aid for a longer period for more remedial courses. Gary will pose these questions on a listserv.

**Tutoring Workgroup Report:** Fergal reported the tutoring groups had 5 successful meetings to reach consensus on how they overlap, and are working together toward a common goal. They have determined that they will hold a common training starting next year for all tutoring disciplines. Gabe said Santa Barbara CCD gave a good presentation about their tutoring center and recommended going to <http://www.sbccc.edu/PSS> for tools such as pre and post-assessment that will measure the SLOs. It was pointed out that we need to include a layer in PAT for SLOs. Santa Barbara CCD has a tutoring program called Gateway where they train and send tutors to every class requested and support for their athletes. Stan recommended that BSI funds be used to pay for the Life Scans fingerprinting and TB tests for newly hired tutors. Training will begin this summer to certify them and allow them to work in multi-discipline areas.

**Early Alert Workgroup Report:** Stan reported that the group meets each Monday and are in the process of rewriting all early alert letters. In the past we sent this by paper and grant will pay to convert to send electronically. We will field test this next year and see how students respond

to an electronic form. The first year of the grant targets developmental courses and with instructors and counselors request. The second year courses are increased and third year goes to all courses. The group discussed the limits with FERPA to send early alert notices to non-Palomar email and need to campaign usage to the students. Tere said counselors will help students learn how to login to their Palomar email account and Fergal said the TLC will provide this training too.

**Learning Community Report:** Fergal and Gary attended a recent BSI event at Santa Barbara community college where they learned that Learning communities are taking off. LCs are a major part of the entire curriculum at San Diego CCD and we hope the culture will spill over to all colleges. Elva Salinas, Learning Communities Coordinator from SDCCD, came to speak at Palomar and showed stunning improvement there in Math and English pass rates. The learning communities' course content included subjects such as counseling, reading, and arts. Gabe shared that when he was a student at City College he enjoyed the rich interdisciplinary approach to learning. City grew from 1 to currently 20 learning communities and next semester will increase to 24. San Diego had guest speakers like Skip Downey and Vincent Tinto to offer lots of faculty professional development and we plan to also book these speakers. Next semester, Palomar will offer 7 different learning communities. They also discussed rules for course selections in learning communities and the need to include fields like Nursing and EMT.

The meeting adjourned at 3:30 pm.

***Next Regular Meeting:*** Thursday, September 17, 2009 (2:00-3:00 pm in SU-18)