



Basic Skills Initiative / Hispanic Serving Institute Committee *September 17, 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: Lee Chen, Marty Furch, Calvin One Deer Gavin, Theresa Hogan Egkan, Fergal O'Doherty, Gabriel Sanchez, Mollie Smith, Linda Morrow, Richard Borden, Glen Bongolan, Elaine Minemide, Sue Norton, Stan Levy, Linda Halttunen, Mike Arguello, Ruth Barnaba, Mathews Chakkanakuzhi, Kimberly Word, Martin Japtok, Sue Zolliker, Fergal O'Doherty, Steve McDonald

ABSENT: Berta Cuaron, Tom Medel, Debi Workman, Gary Sosa

RECORDER: Terri Wallace

Fergal O'Doherty called the meeting to order at 2:00 p.m.

A correction to the 5/21/09 minutes was discussed. Is the BSI/HSI Steering Committee separate from the Learning Outcomes Counsel and reporting to the Faculty Senate? Since this is now the BSI/HSI Steering Committee, its reporting status is not clear. Steve McDonald will research the HSI reporting matter.

Proposed correction to the 5/21/2009 minutes: 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.
Corrected Minutes MSC: Arguello, Halttunen

Coordinators Report

Fergal reported the success of the Teaching and Learning Center (TLC) grand opening. Marty gave a history of how the TLC began in 2004. Discussion took place about the need to improve the outside corner to Escondido center and how it should be done. Student art and or murals were suggested and would be a great addition to the TLC. More events are needed at the Escondido center for students and staff and faculty. The hiring of the Title V Project Supervisor is moving along followed by the hiring of the Tutoring Specialist. Discussion took place over the responsibilities of the project supervisor, defined in the HSI grant including; fiscal reporting, hiring, running projects with the HSI workgroup, establishing the summer bridge program, expanding learning communities, writing action plans, and supervising staff. Also shared was that the TLC laptop computers are fitted with security system which protects against theft. Hiring the Tutoring Specialist is very important as this person will be the face of the TLC.

BSI/HSI Workgroup Report

Theresa Hogan Egkan reminded the group that Hispanic Heritage month is September 15 – October. Handouts were shared from Hispanic Association of Colleges and Universities (HACU). The first Palomar Premiere on September 3rd was reported as a success! Students were asked to fill out forms for freebies so we could get information about who participated which begins a database of students in the First Year Experience Program. An email dialog will begin with the students via "First Year Experience" (FYE) program. Tere

reported the Math Department is interested in the Summer Bridge program. She also shared handouts on the definition of plagiarism and brochures "Now You're in College," Spanish and English versions. Counseling Services surveyed students and came up with math anxiety workshops idea. Mechanisms to communicate resources and the possibility to formerly recruit students are needed for discussion.

Steve McDonald reported on several ideas and concerns they have for further research and discussion for this year, such as faculty inquiry groups, professional development, and supplemental instruction using embedded tutors. The placement of the San Marcos TLC prior to its possible permanent residence in the library needs to be addressed. Any movement forward entails people having to re-adjust their plans. Another appointment will be needed with Kelley Hudson MacIsaac and Mike Ellis. Meeting with the ASG President is a consideration too.

Steve also reported that BSI, a categorical program, was cut by 30% and that we need to come up with a budget for this year. The Department of Education (DOE) understands that the first year of the HSI Grant may be difficult to expend and will let us rollover funds the first year. Currently there are six learning communities, and the summer bridge program is scheduled for summer 2010. Steve emphasized the need to begin slowly with the several components of the HSI Grant activities. **Basic Skills Action Plans** are due to the state on October 15th. The workgroup hasn't had a chance to put them together and our next committee meeting is on October 15th. Title V tasks will be matched to the BSI Action plans. Because of the timeline, the BSI/HSI Workgroup will get the action plans done and send them to the BSI/HSI Steering Committee for review along with the previous action plans. Be sure to send comments to all (Reply All). MSC: Halttunen, Smith

Early Alert System Workgroup Report

Linda Halttunen reported that the group met a few times and re-wrote letters and have 25 possible letters available for the faculty to choose from. Email messages are generated by faculty members identifying students for follow-up services. The letters can indicate when a student's performance in class is exemplary, when there are academic concerns, and can provide referral information to alert students of potential problems and offer services to assist with solutions. The letter will come from earlyalert@palomar.edu. A list of email messages sent to students will be given to staff in TLC for follow-up. The plan is to extend Early Alert System to all English and math faculty. The Early Alert Roster uses the 8th week time frame September 18 - October 5. System will send letters, and students will have one week opportunity to contact their teacher or make an appointment with counselor.

Fergal reported the excitement from students about the letters of praise.

Learning Community Report

The first meeting of the semester was huge. Everyone seemed happy and excited, and students clearly have bonded as a community. The feedback was that everyone loved the tutors.

Gabe Sanchez reported per survey that 70-80% of the students felt the tutor in the class was a huge factor. Gabe suggested LC books on collaborative learning strategies and to consider doing things differently from the tradition lecture. The idea of talking about what's working or not working and bringing in an expert to share ideas on teaching was also discussed. Counselors of 110 have a website where they share information.

Remind Fergal to get a collaborative learning expert for the LC meetings.

Calvin One Deer shared thoughts - How can we be sure to validate and formalize what we're doing in order to sustain it because Title V requires it. Documenting from beginning to end, utilizing the same assessment for post tests by the students as well as faculty for expectation and goals. Formalize the pedagogy...is each pairing doing the same pathway. How is the collaboration being formalized and are there benchmarks so we have a model to branch out from. How many LC students are in the early alert system and what percentages versus the general population are in the early alert system? Michelle Barton will be meeting with the BSI/HSI workgroup about outcome tracking. Gary Sosa is attending BSI Regional Meeting in Newport Beach. Also noted was that Lisa Brewster from Miramar College was at the TLC grand opening. Students were not fully aware that when you drop one class in a learning community you drop out of all. Teachers sent a personal letter to each LC student that if they drop one class they are dropped from the program. Emphasis needed that students be notified prior to the first day of class.

The meeting adjourned at 3:30 pm.

Next Regular Meeting: Thursday, October 15, 2009 (2:00-3:00 pm in SU-18)