



Basic Skills Initiative / Hispanic Serving Institute Committee *October 15, 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, Fergal O'Doherty, Gabriel Sanchez, Mollie Smith, Linda Morrow, Richard Borden, Glyn Bongolan, Elaine Minemide, Stan Levy, Kimberly Word, Martin Japtok, Gabriel Sanchez, Steve McDonald, Debi Workman, Gary Sosa

ABSENT: Cuaron, Medel, Egkan, Norton, Halttunen, Arguello, Barnaba, Chakkanakuzhi, Zolliker

RECORDER: Terri Wallace

Approval of September 17, 2009 Minutes

MSC: Sosa, O'Doherty

Committee Governance Structure

Discussion took place regarding the BSI/HSI Committee governance structure. There is a question because the governance structure and reporting relationship are not clear. Steve will discuss with Berta Cuaron and report the findings back to the committee.

CB 21

Every basic skills and ESL course has codes that uniquely identify the course and its level below transfer; this is called the CB21 code. The codes are used to evaluate how students progress through the various levels in a sequence from the beginning courses to the most advanced ones. AB1417 requires documentation of how well community colleges are meeting certain educational priorities such as basic skills success and progress and student success in completing degrees and certificates in a report. This data is reported to the California Community Colleges Chancellors Office Management Information System (MIS). In 2006 The Chancellor's Office launched statewide project to clean-up course data that had been reported over the years, but the review and correction process is ongoing. The deadline to have to correction process completed is year 2010.

Proposed Action Plans

The BSI Action Plans updated by the workgroup was sent to all committee members for review on October 8, 2009. The workgroup looked at previous year BSI action plans and updated them to make sure that the HSI grant plans were being covered in the BSI action plans. The action plans are self explanatory with proposed dates being updated and some wording changes were made. Several of the planned actions were updated to "in process", "continue to expand and improve", and "continue to develop and implement." An action plan to hire more support staff for the Basic Skills, First-Year Experience, and Professional Development Coordinators as well as for Basic Skills labs and TLC's was added. Steve McDonald noted the action plans are not required to be funded.

Section C (Faculty and Staff Development) included support and develop Faculty Inquiry Groups (FIGs) focused on Basic Skills at Palomar College. The BSI regional network is focusing in the Faculty Inquiry Groups (FIG's). FIG's are an opportunity for colleagues to get together to pursue questions and report the findings to the committee. These groups will combine faculty within

disciplines and outside of disciplines as well as counselors for the interest of improving their own teaching and student progress. These faculty collaborative elements will meet objectives of the action plans. Professional Development is available for the FIG's hours and funding may be a possibility. Gary Sosa spoke about Judy Wilson's interest and knowledge of faculty collaboration. She suggests that guidelines and the mission of the inquiry group should be established.

If you are interested in starting a FIG begin by contacting one of the BSI Coordinators. Gary asked for three people from the group who are interested in directing and implementing FIG's and who could possibly visit other colleges to see they are addressing FIG's. Gary also recommended Windows on Learning website as a resource for some new ways to approach the challenges and opportunities of teaching basic skills. <http://www.cfkeep.org/html/stitch.php?s=2814408673732&id=94404660812025>

Approval of Action Plans

Action plans were approved MSC McDonald, Japtok.

Proposed Expenditure Plans

Steve McDonald handed out a BSI Allocation Projections Report and reviewed with the committee. These projections along with the action plans are due next week. Highlights of the expenditure plans included that the first two or three years funds were banked for the building of the Escondido TLC and funding coordinators before receiving the HSI grant. The 2007-2008 allocation of \$417,000 needs to be spent by June 30, 2010 or will be returned to the state. Steve mentioned that we will need to be careful about expansion of supplemental instruction especially beyond learning communities for general education courses. The idea of compensating various department staff during the Early Acceptance Program was brought up. Discussion took place about long term plans regarding the BSI infrastructure. We need to know what activities and goals that are going to be institutionalized and made permanent versus what activity plans are going to be a one-time occurrence. The needs of certificate students such as EMT's were mentioned regarding basic skills. It was suggested to invite Wilma Owens, Dean of Career and Technical Education to visit the steering committee and the workgroup to discuss how CTE students can be served in basic skills.

Coordinators' Report

The coordinators have been spending a great deal of their time reviewing tutorial specialist applicants and for the past few Mondays have been updating the action plans. Tutorial Specialist interviews will begin next week and we hope to have the specialist hired by December.