



**Basic Skills Initiative / Hispanic  
Serving Institution Committee  
February 18, 2010 Minutes**

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

**Co-CHAIRS:** Gary Sosa and Judy Wilson

**ATTENDANCE:** Gary Sosa, Judy Wilson, Linda Morrow, Martin Japtok, Steve McDonald, Cindy Anfinson, Theresa Hogan Egkan, Debi Workman, Mollie Smith, Siria Martinez, Glyn Bongolan, Gabriel Sanchez, Elaine Minamide, Stan Levy

**ABSENT:** Furch, Cuaron, Medel, Borden, Norton, Arguello, Word, Zolliker, Barnaba, Chen, Gavin

**RECORDER:** Terri Wallace

**Approval of January 21, 2010 Minutes**

MSC: Bongolan, Japtok  
With correction MSC: McDonald, Levy

**Coordinators' Report**

Tere Hogan Egkan shared the copy version of the Summer Bridge flyer and poster that will be posted at Escondido High School advertising our program. These students at Escondido High are currently being tested for math, and we will find out soon how many tested into Math 15 and will be sent invitation letters to join Summer Bridge. The math component of Summer Bridge will be taught by Mona Ellis in the Math Center. Once the students have completed the program, they will either move up in the fall to a Math 50 or continue in Math 15. The fall Math 50 Learning Community will be taught by Mona Ellis and the fall Math 15 Learning Community will be taught by and Matthews Chakkanakuzhi.

Tere also encouraged the committee to visit the Palomar Premier event at the Escondido campus tonight from 4:00 – 7:00pm.

Martin Japtok announced that he is coordinating a Professional Development BSI/HSI sponsored workshop about faculty inquiry groups led by Brock Klein from Pasadena City College. The workshop will be held April 2nd.

Judy Wilson reported that she has been working on getting an understanding of learning communities by interviewing a dozen faculty involved from fall 2009. Judy and Siria will be attending Learning Community conferences and visiting other colleges in support of faculty in learning communities.

Gary Sosa added that next week there are two BSI supported conferences: CB21 re-coding conference on Monday, February 22<sup>nd</sup> from 3:30-5:00 p.m. at Miramar College and a non-credit conference in Anaheim on Friday, February 26<sup>th</sup>. There are several conferences happening this semester put on by the regional BSI Network Those interested should sign up directly and inform Terri Wallace so she can keep a list of those attending and process the travel forms. Lisa Brewster, our regional network BSI supervisor, is very involved in creating local conferences where colleges can gather and participate. Eventually we would like to put together our own workshop. The BSI Leadership Institute for faculty, counselors, and administration is June 14-20 at Lake Arrowhead Conference Center. They will be discussing Faculty Inquiry Groups networking, community of practice, professional learning, institutional transformation, and evaluation. The cost of the conference is \$300.

Gary Sosa reported that ESL recently hired two tutors and is in the process of hiring another which will total four ESL tutors available in the TLC. Counselors were added to the TLC two weeks ago, and they are providing 20 hours a week. The counselors use one of the small rooms to talk to students privately and are out on the floor talking to students. Advertising the TLC to part-time faculty is important, and various avenues need to be discussed further.

### **Project Coordinator's Report**

Siria Martinez reported that 22 -24 tutors are now working at the TLC. Siria gives them directions on what she wants done and feels confident enough to not have to watch them. Siria is working on the TLC website and reported using Facebook to advertise services and post upcoming events. Jessica Ambrocio is working on collaborating with Math, English, and General Tutoring to create a tutor training manual. A tutor training will be held on March 12<sup>th</sup> which will include instruction from counselors and the Disability Resource Center on what to expect with the TLC students and how to converse with students that may have learning disabilities. Currently tutors are not allowed to discuss disabilities before receiving training.

An incident was reported when one tutor became a little frustrated with the student and asked the student if he thought he had a learning disability. Calvin or Jessica noticed that the student felt uncomfortable, so they spoke with the student. The committee agreed that approaching a student on this subject needs to be handled with tact and sensitivity and that all tutors need training for these types of situations.

Siria also reported that she and Judy will meet with Institutional Research and Planning to develop a survey for Learning Communities that will be used for students and faculty.

Steve McDonald asked if we should consider matching classes without a Counseling 110 class because we will be limited to only three counseling classes to be matched in learning communities. Since the counselor contact is very important, Steve will suggest to Berta that we may need two to three more Counseling 110 classes and hopefully they can be a part of a Learning Community. College 110 is College Success Skills that focuses on three areas: academic— study skills, time management, choosing a major, transfer requirements, and graduation requirements; career— choosing a major, reading, and career search; and inter-personal motivation, personality, and life skills.

Debbi Workman is interested in involving an EME class in a learning community and will take this learning community concept to the Career and Technical Education division meeting. She plans to poll the EME class to determine which students have taken the placement test, what their scores are, and how many have made a career choice.

Mollie Smith addressed Basic Skills in Career & Technical Education by informing the committee that the Contextualized Learning Conference by the Career Ladders Project is coming up May 7<sup>th</sup>. Mollie will send conference information to the committee members since representation at the conference is needed so that information is obtained and shared.

Cindy Anfinson suggested we do a supplemental instruction component where Math and English are linked. Discussion followed about other colleges offer learning communities without counseling. There may be another way to include a counseling component by paying a counselor on hourly basis to come into the team-taught class 1-2 times a week. Exploring how Counseling Services can be embedded more into curriculum is a conversation that needs to occur.

### **TLC San Marcos**

Steve McDonald reported that he spoke with Kelley Hudson MacIsaac and VP Cuaron about the possibility of using the bottom floor of the SU classrooms though ASG has made it very clear they want and plan to use this space. P-north has been discussed, but it is scheduled to be demolished according to the Palomar College Master Plan; however, this plan allows for changes and updates. Steve will keep the committee informed on the status of the future location.

### **Other**

Next month we will address item number 6 on the BSI Tune-Up kit. BSI/HSI activities will be listed on the bottom of future agendas so everyone is informed on the various sponsored activities.

The meeting ended at 3:00pm.

**The next meeting is scheduled for Thursday, March 18, 2010.**