



**Basic Skills Initiative / Hispanic
Serving Institution Committee**
April 15, 2010 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: Gary Sosa and Judy Wilson

ATTENDANCE: Gary Sosa, Judy Wilson, Linda Morrow, Sue Zolliker, Martin Japtok, Steve McDonald, Cindy Anfinson, Theresa Hogan Egkan, Sue Norton, Siria Martinez, Kimberly Word, Lee Chen, Marty Furch, Gabe Sanchez, Glyn Bongolan, Elaine Minamide, Richard Borden

ABSENT: Levy, Arguello, Barnaba, Gavin

RECORDER: Terri Wallace

Approval of March 18, 2010 Minutes

MSC: Halttunen, Japtok

Approval of February 18, 2010 Minutes

MSC With corrections Morrow, McDonald

Coordinators Reports

Judy Wilson reported that she continues to learn more information about Faculty Inquiry Groups (FIG's). Brock Klein of Pasadena Community College came to campus and hosted a seminar on FIQ's and explained how it's done at his college. Everyone who attended was very enthusiastic about starting the groups at Palomar College. Judy will share the FIG information at the May Learning Community meeting, hoping to get a list of names of those interested in beginning FIQ's in the fall. Judy is also working with Michael Large on student surveys.

Gary Sosa reported that in the next month nine Basic Skills workshop/conference activities are available. Complete travel forms and send to Terri to process and also notify Gary if you have registered. Gary noted that the Links Conference on student completion is scheduled for May 7th in Santa Ana. Gary reported that he and Siria share TLC responsibilities and are looking together at the TLC center needs. They have talked about the counseling component for summer and fall which has been very successful. Gary met with the library department and they have plans to set-up shop in the TLC. The sign for the TLC should be up by the end of the semester. Incorporating software tools to improve services for DRC students was addressed.

Tere Egkan reported that the "How to Register" video is posted on the counseling webpage and on YouTube. Having the video posted on eServices would be very helpful to the students while registering. Tere has been meeting with Mona Ellis and Katie Morris and came up with the idea of a team concept teaching for the Summer Bridge program. Students are able to talk with the math teacher and counselor who help the students create a financial aid portfolio and walk them through the application process. The summer bridge student and parent meeting held on April 6th demonstrated that there is a need for understanding how the American college works; degrees, certificates. A guide to American colleges would be very helpful to the basic skills population.

Project Supervisor's Report

Siria Martinez reported that she attended a project director meeting provided by the Department of Education. It was the first training meeting in 10 years. Siria will attend the Learning Community Conference in Long Beach which provides opportunities for her to meet and discuss integrated curriculum. The TLC has been providing workshops and they are planning for fall and spring 2010 schedule of events. She is also working on the summer TLC counseling schedule and the services we want to have. The idea of how to incorporate financial aid services is a work in process. Jessica Ambrocio, the Tutorial Specialist at the TLC, is working on a formal tutor training and becoming certified with the College Reading and Learning Association. Siria continues researching basic skills at the community college level.

TLC San Marcos Update

Steve updated the committee on the San Marcos TLC. He reported that there had been a meeting with the architect to discuss our wants, needs, and vision for San Marcos TLC such as offices, workroom, and flow of student traffic, etc. The P-north location was discussed as both a temporary or permanent location for the TLC. The goal is to bundle this project with the Humanities building which will save money. There is no designated money for this building which is double the size of the Escondido TLC. They will take our ideas and study P-north then give us ideas of what we could do at the location and the costs. A modification will need to be developed to the master plan to include the San Marcos TLC. It will cost between \$60,000- \$80,000 for the building analysis with DSA inspection. Part of the HSI grant is the agreement that the institution is committed to funding of the programs.

SPC Action Plan

An attachment describing action plan objective 2.1 timeline, steps and measurable outcomes was reviewed by the committee. Lynda Halttunen asked about funds spent on embedded tutors and suggested that the funds (\$10,000--\$20,000) be put into the strategic plan for 2016. Lynda also suggested writing a proposal to the Foundation for funds.

Miscellaneous

The question was raised whether Basic Skills funds have the 90-day extension for spending them. It was also suggested that we estimate what the costs will be for equipping and staffing the San Marcos TLC.

Other concerns and questions came up during the coordinators reports regarding how other colleges are funding extra expenses, how community colleges are using basic skills funds for basic skills coded classes or pre-transfer courses (50-99), and what we fund once the BSI funds drop. Lisa Brewster, our San Diego region BSI Coordinator, will be contacted to discuss our questions and concerns.

Siria Martinez, Project Coordinator is not showing on the governance structure and needs to be added. The governance structure and updated membership needs to be followed-up. Co-chairs need to notify Patrick O'Brien, committee on committees and compare to governance form.

The meeting ended at 3:30 p.m.

Next Meeting is scheduled for Thursday, September 16, 2010