



**Basic Skills Initiative / Hispanic  
Serving Institution Committee**  
*October 21, 2010 Minutes*

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

**Starting Time:** 2:00 p.m.  
**Ending Time:** 3:30 p.m.  
**Place:** MB-15

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

**ATTENDANCE:** Gary Sosa, Judy Wilson, Sue Zolliker, Leanne Maunu, Steve McDonald, Cindy Anfinson, Theresa Hogan Egkan, Siria Martinez, Kimberly Word, Lihe Chen, Marty Furch, Gabe Sanchez, Glyn Bongolan, Lisa Faas, Richard Borden, Ruth Barnaba, Jane Mills, Lynda Halttunen

**ABSENT:** Morrow, Amador, One Deer Gavin, Smith, Cuaron

**RECORDER:** Terri Wallace

**Approval of September 16, 2010 Minutes**

MSC: Halttunen, Maunu with correction.

**Coordinators' Reports**

Judy Wilson has been working with Learning Community faculty on integrating projects and approaches to teaching. Judy continues talking with faculty who are considering Learning Communities and tries to match classes. She has also been working on the Learning Community Application for the Summer Institute Program and notes that she will be collaborating with Research & Development on data needed for the application. Judy met with the GRAD (Goal, Responsibility, Attitude, and Determination) committee, which has been formed by the faculty senate. The program is being restructured to encourage student accountability. There is a possibility of infusing the GRAD program throughout the campus. Judy attended the Student Success conference and workshops that included subjects such as Faculty Inquiry Groups, Learning Communities, Building a Culture of Inquiry, High Impact Educational Practices, and Planning Resources.

Gary Sosa also attended the Student Success Conference along with a group from Palomar and had the opportunity to talk with other colleges to see what they are doing. Gary shared an interesting quote he heard at the conference, "We need to first make students equal and then do something above and beyond equal." Gary has also been working with the tutoring workgroup on a document defining tutoring as it exists at Palomar and developing the ESL Tutoring Workroom.

Marty Furch told the committee that there is funding available through accreditation to start sending teams to key conferences.

Tere Hogan- Egkan put on a presentation describing the First Year Experience process and the need to help students connect the dots for understanding the community college process after leaving high school. Palomar offers services such as EAP, Assessment, and Education Planning; however, Tere would like to make the transition smoother by addressing subjects such as college email, student responsibility, connecting math and reading, and emotional intelligence. Discussion followed on several ideas for preparing Basic Skills first year students.

Steve McDonald reported that the workgroup will work on the BSI Action Plans. At an upcoming retreat, the workgroup will address what we really hope to accomplish and clarify and define our long-term goals.

Leanne Maunu reported on the various Professional Development workshops being offered this semester including a Reading Apprentice Workshop hosted by WestEd Strategic Literacy Initiative. Leanne is also coordinating Professional Development workshops for Spring 2011. Some of the topics include multiple learning styles, reading and writing workshops across the curriculum, how to use ESL tutors in the classroom, and possibly a field trip to the Museum of Tolerance.

### **Project Supervisor's Report**

Siria Martinez reported that she is working on the Faculty Mentor Program handbook and training. Siria met with the student groups MECHA and AACU. Siria reported that the TLC is very busy between 10:00 a.m. – 2:00 p.m. and may possibly need to hire additional tutors.

### **Early Alert Program**

Cindy Anfinson reported that she is looking into an old program and researching how other colleges run the Early Alert Program. In the past the Palomar's Early Alert Program notified students of their progress in Basic Skills classes by email. A lengthy discussion followed on what exactly we want to accomplish with the program, how program success is defined, how to communicate and make referrals, what happens when we don't get a response from a student, etc. Cindy provided program models from Chaffey and Mira Costa College.

The meeting ended at 3:30 p.m.

Next meeting is scheduled for Thursday, November 18, 2010.