



**Basic Skills Initiative / Hispanic
Serving Institution Committee**
November 18, 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:	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, Glyn Bongolan, Lisa Faas, Richard Borden, Jane Mills, Lynda Halttunen, Melinda Carrillo

ABSENT: Cuaron, Furch, Sanchez, One Deer Gavin, Barnaba, Morrow, Amador, Smith

RECORDER: Debbie McBrayer

Approval of October 21, 2010 Minutes

MSC: Bongolan, Maunu

Proposed Changes to Coordinator Titles and Duties

Coordinator job descriptions were handed out to the committee with various proposed changes. The changes shuffled and added duties to the Tri-chair positions. The Coordinator titles and duties will be re-visited again to include the San Marcos TLC coordinator duties, once the center is opened. Concern and discussion were shared about why an 80% support faculty position is needed. Gary Sosa suggested the move to action on the updated coordinator title and duties. Steve McDonald noted that, once approved, the changes would go to the Faculty Senate. MSC: Halttunen, Borden

Tutoring Resources document

The Tutoring Resources Document was prepared to unify tutor and training procedures and serve as an overview of tutoring services for students interested in tutoring locations and services. The document standardizes tutoring methods for CRLA Certification. The document affirms that tutors are hired, trained, and evaluated by the individual departments. Under discussion is the process of re-certification by the individual departments. The training described in the document is for six hours of general tutoring training and four hours of content specific training and clearance by the individual departments. The Tutoring Workgroup's recommendation is to have the document available via a link on the college's tutoring website. MSC: Maunu, Anfinson

BSI Action Plans 2010-2011

The 2010-2011 Action Plans were presented which have been modified from the 2009-2010 action plans to reflect updates, progress, & responsibility. Language has been used interchangeable with the Title V HSI Grant and the Basic Skills Initiative because both address similar intentions. Steve McDonald explained that the action in the left column connects to best practices found in the State "Poppy Copy." Approval of Action Plans MSC: Maunu, Anfinson. Lynda Halttunen shared that the Basic Skills and the Title V HSI Grants intent is transformational for the institution. Discussion followed about the under prepared students, emphasis on basic skills in the state government, moving students to transfer level classes ASAP.

Coordinator Reports

Tere Hogan-Egkan reported that she participated in the High School Conference yesterday and talked about the Summer Bridge Program. Math placement tests for high school students will begin in January. Tere has been working with faculty mentors on formal mentor training. Tere is tweaking the 2011 Summer Bridge program and plans to connect math with reading with an emphasis on the decision-making process.

Leanne Maunu reported that the Latino Student Panel workshop re-scheduled for Tuesday night was a success. Leanne shared information about the NCHEA mixer on December 2nd and the NISOD Student Success 1 hour webinar. The deadline for the NCHEA collaborative grant is December 15th. Professional Development workshops for spring 2011 include: how to use ESL tutors effectively in the classroom, professional learning communities, and reading skills. There will be three speakers from the Statewide Basic Skills Program presenting on campus: on March 4th Joan Cordova will present a morning workshop about active learning, and that afternoon Janet Fulks will present on neuroscience & engaging students; on March 9th, Lynn Wright will host a workshop on multiple learning styles. The Reading Apprentice workshop sponsored by West Ed is tomorrow and room is still available

Judy Wilson reported that she has been working with the GRAD (Goal, Responsibility, Attitude, and Determination) group looking at student success and noted that three proposal requests for monetary support available from the GRAD group went forward to SPC: one proposal mainly generated by students, a second for the PeopleSoft Academic Advising Module, and the third for faculty opportunity to incorporate student success approaches in content classes. The GRAD group is also looking in to bringing Skip Downing to campus to provide a two to three-day seminar that would help faculty learn some effective ways to promote student success and personal responsibility in the classroom. Judy is working on a survey regarding faculty attitudes towards collaboration and student success. Judy has been working on faculty mentor training and what kind of things faculty need to be successful. Judy and several others went to the BSI LINKS conference and shared information and research on where and how we lose students.

Siria reported that she and Gary met with Sherry Titus about student behavior and security issues and learned what we can do. Siria is developing a TLC handbook and working on the TLC website (i.e., tutors and biographies, staff, resources), and she reported that this spring a Financial Aid Advisor will be available once a month in the TLC. The Tutoring Workgroup continues working on certification with CRLA.

Lee Chen reported on the first ever ESL tutoring operation in room A20-C. Lee learned from The Facilities Review Committee that the future ESL-tutoring space in the Humanities building might be available. Lee is also working on ESL tutoring website, hiring and training.

The meeting ended at 3:30 p.m.

Next meeting is scheduled for Thursday, January 20, 2011.