



Basic Skills Initiative / Hispanic Serving Institution Committee *April 21, 2011 Minutes*

MEETING TYPE:

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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, Leanne Maunu, Steve McDonald, Lee Chen, Richard Borden, Theresa Hogan Egkan, Jane Mills, Katie Morris, Melinda Carrillo, Glyn Bongolan, Elizabeth Schoneman, Alberto Nunez, Cindy Anfinson, Siria Martinez, Linda Morrow, Ruth Barnaba

GUEST: Joe Vasquez, Monica Morris

ABSENT: Cuaron, Zolliker, Word, Halttunen, French, Sanchez, One Deer Gavin, Smith, Faas

RECORDER: Terri Wallace

Approval of March 17, 2011 Minutes

With Corrections, MSC: Bongolan, Martinez

End of Year review of BSI.HSI activities

Tutoring – Gary Sosa reported that the Tutoring Workgroup meets monthly and is where ideas and discussion take place on various issues such as how to handle students in the tutoring center and TLC who are not Palomar students, how to incorporate STEM tutoring, how to advertise the various tutoring options available, and how to set up tutor training courses on blackboard. Posting flyers in classrooms is being considered to reach students and advertise tutoring and other services on campus. The Tutoring Workgroup is also considering developing Student Services Area Outcomes (SAO). A primary Tutoring webpage has been created which links all tutoring services, locations, and details. The CRLA application for certification is close to being submitted. The certification is a systemized way of training and hiring tutors. The certificate is given to the Palomar Tutoring Program, and the program will provide certification to individual tutors. This certification will improve faculty confidence in our tutors. Each tutoring center is having its funds reduced and will have to be more creative in scheduling tutors and how and when a tutor can be helpful. Online tutoring is a possibility with online programs and our own CCC Confer was recommended for help in that area.

Summer Bridge – Tere Hogan Egkan reported 2011 Summer Bridge application is online and she hopes to increase the number of students to forty. The program will look different from last year, and Summer Bridge information meetings are scheduled for May 4 and May 11, when she will go over expectations and scheduling with parents and students. This year the program will look at learning styles, work-more in groups, and have a reading component. June 3rd Tere and Katie Morris will assist students as they register for Learning Communities in Assessment Office. On August 18th a welcome event will be held for the students who complete Summer Bridge and now are registered for the fall semester. After developing the curriculum model Tere hopes to see students connecting to mentors and the Summer Bridge path continuing through generations. The goal is to connect students to the school, faculty, and services as well as to help them bypass a semester of math.

TLC – Siria Martinez reported that many ideas and discussions are going on about increasing the usage of the Teaching and Learning Center (TLC). She hopes to get faculty committed to the use of the TLC. Gary Sosa

may make personal contacts with the faculty and Steve McDonald suggested contacting the representative from this committee to have the TLC topic put on the department meeting agendas. If the TLC is discussed at meetings the faculty will become aware of the TLC, tutor services, and the great interaction that goes on there. Another consideration is a partnership with the library in which we offer our tutoring services at the library when the TLC is slow. The knowledge of services at the TLC needs to get into the hands of students that don't know how to locate services. This summer the TLC staff will be creating an operations manual that will assist the future San Marcos TLC. Also, more involvement in the San Marcos TLC is wanted for decisions such as wall color, carpeting, and the flow of the building.

Learning Communities (LC) – Judy Wilson reported about the upcoming Learning Communities Institute in June and is excited for their nine member team to bring back the information and provide training to the faculty. She explained that faculty that have taught in Learning Communities understand the LC concept but now are requesting more training to take the integrated learning to the next level. An evaluation on Learning Communities provided by Research and Development shows that we have had success but we need help in the training area. The report also confirmed that students who came out of Learning Communities have an Education Plan and now have some direction in their college career. Steve McDonald reported that there is major administrative support for this program.

Palomar Academy for Collaborative Teaching (PACT) – Judy Wilson reported that Spring 2011 is the first semester for the PACT pilot program. The groups have chosen topics to work on regarding various issues on campus and in the classroom and will present their findings on May 5th at 3:30pm. Judy shared that one particular group is working on “what students say that helps them become successful” and the findings overwhelming say that connections with instructors, counselors, tutors, and mentors are what help them the most. Also, when teachers find out that tutoring is effective they can get their students motivated to use the tutors.

Professional Development (PD) – Leanne Maunu reported that she is working on setting up fall workshops and recently sent out the annual needs assessment survey to all staff. She has noticed when asked about what types of workshops staff would like to see offered the topic of *how to deal with challenging students* and *students with special needs* came up. Professional Development will try to focus on this type of topics plus various self-enrichment courses. This summer Leanne and her assistant will be broadening the PD codes because they have discovered that many self-design activities are vague, and they plan to make changes within the oversight flexibility of the Chancellors Office. Contact Leanne if you have any ideas or suggestions for workshops. Leanne reminded everyone of the August 15-17 *On Course* training.

Strategic Planning for Institutionalization Timeline (SPIT)

Steve McDonald spoke about the vision of where we (the BSI.HSI Committee) are going as suggested by Mollie Smith. The idea is to articulate six main strands or tasks of the committee and confirm the common direction of the institutionalization needs and decide what we need to ask for within the timeline.

Increasing number of at-large faculty members

Steve McDonald and the committee discussed the action of increasing the number of at-large faculty members because all students are in need of support rather than just basic skills students. The committee believes we need to bring more faculty into our conversations by expanding our at-large committee membership and add five additional at-large members, preferably including six divisions. This motion was discussed at the March, 14, 2011 meeting and the item was tabled. Therefore a motion was made to put the item back on the table. MSC: Mills, Bongolyn

The item was discussed and motioned to increase the membership to six at-large positions. MSC: Mills, Hogan Egkan.

Basic Skills Action Plans 2011-2012

Steve McDonald reported that the Basic Skills Action Plans are due in October. This is an annual report of our action plans for the new year and for the first time we are being asked to report on the progress of the current plan. The action plans will be ready to review in the fall.

The meeting ended at 3:10 p.m.

Our next meeting is scheduled for Thursday, September 15, 2011 from 2:00 p.m.to 3:30 p.m.