



**Basic Skills Initiative / Hispanic
Serving Institution Committee**
September 19, 2013 Minutes

MEETING TYPE:

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Staff
Product/Project
Special

Starting Time: 2:00 p.m.
Ending Time: 3:30 p.m.
Place: AA-140

Co-CHAIRS: Cindy Anfinson, and Patrick O'Brien

ATTENDANCE: Patrick O'Brien, Cindy Anfinson, Leanne Maunu, Shayla Sivert, Lee Chen, Ruth Barnaba, Mollie Smith, Perri Larson, Erin Feld, Nimoli Madan, Lori Waite, Melinda Carrillo, Cecilia Rocha, Sonia Gutierrez, Larry Lawson

GUEST: None

ABSENT: Forney, Nelson, Jacobo, Kinsinger, Cuaron, One-Deer Gavin, Borden, Duran, Avila

RECORDER: Cindy Anfinson

Approval of August 29, 2013 Minutes

MSC: Maunu, Chen

Coordinator's Reports

Patrick O'Brien handed out the list of Spring 2014 Learning Communities. During Spring 2013, there were 6 Learning Communities. For Spring 2014, there will be 11 LC's. Patrick discussed some unique problems regarding the English 10/English 50 (LC 1) LC with respect to adding English 10 students into English 50, and the English 50 class will still be taught during finals week. All issues were resolved with lots of communication.

Patrick is meeting with Shayla as to which LC's will be offered in the classroom in the TLC for Spring 2014.

Larry Lawson reported that LeapStart is going better than last year. Carol Lowther and Larry are teaching it for the second time, and the assignments are naturally more unified. Melinda Carrillo is offering reading workshops right after class, not on Fridays like last year.

Patrick asked that any requests for publications, books, etc., that faculty would like to see offered in the Faculty Resource Center in the new TLC be sent to him by Monday, September 23, 2013.

Cindy Anfinson reported that she has met with Summer Bridge 2013 faculty to debrief their experience during the past summer. She is also meeting with Fergal O'Doherty and Sue Zolliker regarding Write On, the English Department's first Summer Bridge offering for Summer 2014. The Telescope interviewed Cindy on Tuesday, September 17 about the Summer Bridge program. Cindy also reported she is planning next year's Summer Bridge program.

Cindy Anfinson reported there were 118 applications for the First-Year Experience (FYE) program, and 89 students are currently active. That is, 75% of the applicants are now in the program. Cindy surveyed the faculty, staff and administration who participated in the FYE Orientation to get feedback on how to improve the Orientation for next year. There have been a few delays in getting the FYE email distribution list and the FYE Alert this fall. It is hoped that this will be resolved soon. The FYE Planners should be done by Comet Copy in

the next few weeks. One of the FYE Counselors, Cari Martinez, reported students are having difficulty with time management, especially with scheduling enough study time for college.

BSI Allocation Update

Shayla reported the BSI report was presented to Faculty Senate on September 9 for first reading. The Senate requested some language be changed, which Shayla, Melinda Carrillo and Pam McDonough worked on. The updated report was taken back to Faculty Senate on Monday, September 16 and the vote for final approval is scheduled for Monday, September 23. Discussion ensued about grants, activities involved in grants, and communication with all interested parties on campus. Patrick O'Brien reported that Faculty Senate is creating an oversight committee for all grants that need to be signed by the Faculty Senate President.

Tutoring Information

Lee Chen reported from the Tutoring Workgroup, now a committee reporting to Faculty Senate. The Tutoring Workgroup has been involved in consolidating tutoring campus wide. Sandwich signs have been made and displayed at some tutoring labs. A question was raised on why all tutoring labs do not have sandwich signs. Shayla said the Tutoring Committee will look into that. Other outcomes of the Tutoring Committee have included the website consolidating information for all campus-wide tutoring services, a word document with policies on how to vet tutors (a work in progress), and CRLA level 1 certification. The committee is working on its goals and mission. Lee mentioned one major outcome of the BSI/HSI committee was establishing ESL Tutoring. A big problem with tutoring on campus is that tutors can only be employed for two years as they are temporary employees.

TLC Update

Patrick O'Brien reported that Shayla Sivert, Debra Avila, Jeanna Piña-Bayaca, Gary Sosa and himself toured the new TLC on the San Marcos campus on Friday, September 13, 2013, along with John Phillipps (Facilities) and Katy Johnson (Construction). Patrick explained some of the concerns about the TLC with the committee. He then showed the TLC Plans of the interior layout along with the furniture, and a few photos he took during the tour. Discussion ensued about the space. A question was asked about the opening date. Shayla reported it should be November or December of this year.

Review/Revise/Update BSI/HSI Committee

Patrick O'Brien handed out the BSI/HSI Governance Structure to the committee. Each committee member then reviewed/revised/updated the document and shared their items with the committee. Patrick collected all documents to bring back to the group next meeting.

Other Business

Lee Chen reported that Tutor Appreciation Week is coming up during the first week of October.

The meeting adjourned at 3:30p.m.