



## Basic Skills Initiative / Hispanic Serving

### Institution Committee

*January 16, 2014 Minutes*

*Approved Date: 2/20/2014*

MEETING TYPE: ☒ Staff  
☐ Product/Project  
☐ Special

STARTING TIME: 2:00pm  
ENDING TIME: 3:30pm  
LOCATION: AA-140

**Co-Chairs:** Cindy Anfinson, Patrick O'Brien

**Members Present:** Patrick O'Brien, Cindy Anfinson, Leanne Maunu, Erica Duran, Lee Chen, Nimoli Madan, Erin Feld, Perri Larson, Juan Rivera, Debra Avila, Anel Gonzalez, Katelyn Morikawa, Cecilia Rocha, Richard Borden,

**Members Absent:** Melinda Carrillo, Marlene Forney, Lori Waite, Lawrence Lawson, Sonia Gutiérrez, Shayla Sivert, Calvin One-Deer Gavin, Ruth Barnaba, Wendy Nelson, Wendy Kinsinger, Brian Stockert, Mollie Smith, Berta Cuaron or designee

**Guest(s):**

**Recorder:** Anel Gonzalez

Cindy Anfinson called the meeting to order at 2:07 p.m.

Cindy led a brief introduction and welcome. We have a new member from the Mathematics Department, Juan Rivera.

### Basic Skills Governance Structure

Patrick led a brief introduction and re-cap of the structure of the committee. Regarding the definition of "basic skills" and the role of the BSI committee, the committee agreed that the following wording would be appropriate to add to the new governance structure: "The Basic Skills Committee assists in identifying and implementing academic and non-academic student support for students enrolled in pre-collegiate courses." A few grammatical changes were also proposed to the draft of the governance structure. Patrick will update and send out to the committee members in order to vote at the February meeting.

### Coordinator Reports

#### Learning Communities & Faculty Resource Center

Patrick reported that there is one more LC this year than last year. However, due to low enrollment, some of the LC's scheduled had to be de-linked. Many of these classes had their enrollment up as soon as they were de-linked. Advertising was created to promote LC in general but not specific classes. For next fall, Patrick recommends promoting certain combinations. There were also some delays in getting marketing materials out, but he did not believe that had a big impact on enrollment. He said that now that the TLC SM is up and running, we should be able to better fill the LC classes. We are also in the process of looking at scheduling and times that certain classes take place as well as considering new combinations of classes and creating year-long learning communities. We had success with LEAPSTART, it helps to have the same professor in a year-long LC.

FRC – The committee took a tour of the new TLC SM and discussed what will take place in that building. For now, reservations for FRC will be placed through Debra.

Summer Bridge

Cindy reported that EAP & ESL will help market and distribute Summer Bridge and FYE flyers at the high schools. The application for Summer Bridge will be on eServices and is under development.

#### FYE

Cindy reported that our final number of students participating in FYE for Fall 2014 was 104, with 92 students returning in Spring 2014. Our retention rate (Fall 13 to Spring 14) for our inaugural FYE class is 88%.

#### TLC San Marcos

We had two open houses during the first week of school for FYE and SB students. President Deegan as well as many faculty members and students were in attendance. We had photographers and a Telescope reporter interviewing students, staff, and faculty. The TLC plans to host workshops every other Thursday ranging from study skills to a hands-on FAFSA workshop. Outside departments have been invited to hold their workshops at the TLC San Marcos. Cindy also reported that a FYE student satisfaction survey is also under development.

**MSC Borden/Maunu** to approve the minutes of November 21, 2013, meeting as presented.

#### **Activity**

The committee toured the new TLC Building and brainstormed ideas of uses of the FRC that fit in to the TLC SM and BSI Committee's missions. Items were posted on the board, and Cindy and Patrick will send out all ideas to the committee members.

#### **Announcements**

Future Meetings – Patrick advised the committee that March's meeting falls during spring break. What are other alternatives? Is the second Thursday of the month an alternative for March? We will have the same situation in May. We will send out a survey to the committee to ask which day will work and any other alternative suggestions.

The meeting adjourned at 3:25p.m.

Next meeting will be February 20, 2014.