



**Basic Skills Initiative / Hispanic
Serving Institution Committee**
August 30, 2012 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:	MD-155C

Co-CHAIRS: Gary Sosa, Cynthia Anfinson, and Patrick O'Brien

ATTENDANCE: Gary Sosa, Judy Wilson, Shayla Sivert, Lee Chen, Richard Borden, Melinda Carrillo, Cynthia Anfinson, Marlene Forney, Ruth Barnaba, Pam McDonough, Lori Meyers, Erin Feld, Jamie Spirito, Debra Avila, Cecilia Rocha, Monica Castillo, Mollie Smith

GUEST: Ann Voth, Jeanna Pina, Jessica Perez Ambrocio

ABSENT: Nelson, Maunu, Sanchez, Jacobo, Brock, Faas, Cuaron, Halttunen, One-Deer Gavin

RECORDER: Terri Wallace

Approval of April 19, 2012 Minutes

MSC: O'Brien / McDonough

Coordinators Updates

Cynthia Anfinson, First-Year Experience Coordinator, reported the outcome of the 2012 Summer Bridge (SB) Program. Thirty-six out of the thirty-nine students that started the program at a Math 15 level finished the program. Twenty-nine out of the thirty-nine students placed higher than Math 15. The students received 8.5 hours of reading instruction. Their average reading level was grade 9.01 upon entering and 11.67 upon completing the component. Some new additions for summer 2012 were the library component and visiting the STEM Center and GIS lab. Students participated in a two-day (afternoon) Library component and the students rated this component favorable overall.

Cynthia shared with the committee how she tracks SB and ME1st students in fall 2012 semester by emailing all math and ESL instructors who have a SB or ME1st students in their class(es). Cynthia created a spreadsheet for the instructors to rate how the students are doing in attendance, homework, quizzes, and exams as good, fair, or poor. It also asks instructors to make any recommendations (tutoring, attend office hours, etc.) that they want her to communicate to the students. The spreadsheets will be sent out to faculty during weeks 5, 9, and 13. A Fall 2012 Contact Log has been created for staff to track these students, share recommendations, and keep track of their progress.

Patrick O'Brien, Faculty Resource Coordinator, reported on learning communities noting that Fall 2012 had a slow start, but ended up with nearly all classes filled to capacity. Patrick is increasing communication by sending more emails, and he was a guest speaker for seven of the ten learning communities, presenting the benefits of learning communities to students. Each learning community has been asked to submit an Integrative assignment.

Currently, three learning community classes have been committed for Spring 2013, and another six are being worked out. Stipends for Spring 13 Learning Communities are reduced due to diminishing funds; faculty will be compensated with a \$300 stipend and counselors will no longer be compensated to provide additional counseling to their Counseling 110 students. Patrick is marketing and discussion to place on ways to increase student enrollment with the following strategies; by revising instructions on e-services, reporting information through the "Telescope" before spring, continuing to promote to EAP and Summer Bridge students, creating a

“pathway” for GEAR UP students, and creating year-long learning communities. Patrick will be working on organic approaches to learning communities, connecting with instructors instead of class sections and will shift focus to full-time instructors. PACT is on hold due to lack of funds.

Gary Sosa, Escondido Teaching and Learning Center Coordinator, and Jessica Ambrocio Perez, Teaching and Learning Center Tutorial Specialist, reported that the summer went well with their six tutors and that students are looking forward to starting up with their tutors with the start of Fall 12. During the first few weeks of Fall 12, Gary and staff will make class presentations to promote the services of the TLC. The TLC will offer three 5:00-6:00pm workshops this semester beginning with “Build Your Note taking Skills” on September 13th, “Time Management” on October 18th and “Test Anxiety” on November 26th. Gary and the staff are looking at how to get the word out about the workshops offered and will try a new method by identifying students enrolled in Math and sending workshop announcements to the individuals. Math is the subject that most students need tutoring assistance in, and the TLC has tutors available from 9:30am-7:30pm Monday through Thursday and from 10:00am-4:00pm on Fridays. Tutors are encouraged to provide tutoring services while encouraging student independence. A list of TLC services is posted on the BSI.HSI website / TLC page.

Gary reported that the Tutoring Workgroup meets monthly to discuss tutoring issues including the CRLA certification application, advertising, centralizing tutoring services, and sharing resources in our dwindling income.

Dean Shayla Sivert led a discussion about the direction of the San Marcos Teaching and Learning Center and institutionalizing activities of the Title V HSI Grant. The BSI.HSI workgroup has worked on a staffing plan for the TLC, which is currently scheduled to open in January 2014. The staffing plan will be different from the staffing plan at Escondido TLC due to the many tutoring opportunities already available on the San Marcos campus.

Discussion followed about the San Marcos TLC and how the focus would be on the Summer Bridge/FYE student needs such as Financial Aid, Education Plans, Academic and FYE consulting, centralized student workshops, faculty resources, general meeting space, an LC classroom, and embedded tutor/students meeting place. Pam McDonough remarked that the San Marcos TLC would be an expensive place for the thirty-six students who completed Summer Bridge 2012 Program. Discussion followed. Cindy noted that the program will grow considerably, and Dean Sivert explained that the services in the San Marcos TLC will not be limited to Summer Bridge students. The focus will be on services needed by the Summer Bridge / FYE students; however, any student needing services is invited and encouraged to use the services and resources provided at the San Marcos TLC. The TLC is intended to create an atmosphere of comfortable study for a diverse population.

Shayla displayed an overhead of the preliminary institutionalization staffing plan, some of whose positions have already been ranked in IPC and the PRP process; the new positions will go through the same process. Palomar College is responsible for the institutionalization of the many activities developed through the grant. She said that the workgroup was asked to provide a plan A and Plan B for the staffing plan and noted that we would be relying on STEM II money but doesn't yet know how much it will be. (STEM II funds are for developmental education supporting the sciences with four different categories.) The college is looking at existing resources and will apply for another Title V HSI Grant if it is offered.

The meeting ended at 3:30pm.

The next scheduled meeting is Thursday, September 20, 2012 from 2:00-3:30 pm in AA-140.