Basic Skills Steering Committee Meeting
Thursday, December 5, 2013  3:00pm – 4:30pm
SS Conference Room A&B

Meeting Minutes
Present: Cari Torrres, Melody Creel, Cheo Massion, Becky Reetz, Edwin Tolle, Lucas Drisdell, Maula Allen, Jeff Cady

1. Student Success Listserv is ready to go and it will be launched sometime after January. We could use it to post FIG topics.

2. The DT Project for spring was discussed. The proposal which outlines expenses for DT meeting time and paid time for the (2) coordinators was approved. We discussed providing more information for the instructors and the possibility of inviting instructors to the spring training session (scheduled for the first week in the semester, on Friday). Based on some feedback from the Math DT pilot project (2nd semester), instructors need to be told the policy for how DTs are to be used (and what is not allowed).

3. We discussed the need for an overall learning assistance coordinator to oversee the DT Program (and the ISes), tutoring and all forms of Learning Assistance on campus. Aspects discussed: launch formal SI program? Combine with BSI responsibilities? More discussion is warranted.

4. We discussed the meaning of “at-risk” students and how we determine these individuals. Recommended that this discussion be incorporated into the math task force meetings. Note: Skyline has Stats-track class which ties to an early alert system.

Action items:

1. Request for Proposal: new call for proposals - Cheo and Becky will revise and send out after the first of the year after considering the criteria that need to be met based on the State’s guidance and requirements

2. Trip to Butte: Becky will email Miya Squires to set up a visit one of the first two Fridays in February

Next meeting time: in the new year, 1st and 3rd Thursdays in the month (Room TBD)