Basic Skills Steering Committee Meeting
Thursday, March 20, 2014  3:00pm – 4:30pm
SS Conference Room A&B

Meeting Minutes

Present: Maula Allen, Lucas Drisdell, Cheo Massion, Beth Patel, David Patterson, Becky Reetz, Rose Thompson

On Course Annual Conference – April 24-26, 2014: Should we send part-time faculty?

The group agreed that the focus should be on full-time faculty. The group discussed that we could make a short response time for FT faculty, and any remaining spots be opened for part-time faculty with priority to those PT faculty who have EDCUM status.

Updating the COM BSI webpages

The Projects page on the college’s BSI webpage has been updated to reflect the projects which have been BSI-funded over the last 3 years. The committee agreed that the new organization of the page helps clearly show the list of projects, when they occurred and the final reports on results and outcomes.

It was requested that committee members think about the Professional Development page and send to Cheo or Becky any ideas on what we should post here and how best to organize it. One suggestion was to have the 3CNS.org workshops link as it is a good resource for workshops and professional development in effective practices for basic skills courses.

Action Items  Completed – 2013 and to-date (based on 6/5/13 Retreat Summary)

Recommendation #1

Was revisited. There is concern in the noncredit ESL program and by the department chair that NCESL students are not coming to the college with a degree goal to check a box on the online application. There is also concern that NCESL students will have a difficult time in completing the CCC Apply electronic/online application. In addition many of the questions are ethno-centric and don’t apply to some of our NCESL students and their educational background. It was suggested that Dean of Enrollment, Diane Traversi, be invited to a Level 40 hands-on session when students are attempting to complete the online application.

Status: Changed – to get more information, especially about NCESL students

Rec #7

Create a Teacher Resource Center. With various changes happening at the college, and the new AC construction, this idea is put “on-hold.” We would still like to have an informal “imaginarium” workshop for the LC building to look at a CAS center, and maybe a Teacher’s Center.
Status: On-hold in general; set a date for the workshop for imaginarium; Becky volunteered to speak further about this topic with Jonathan Eldridge

Rec #8
Revitalize the Road to Success – find new leadership
Status: Becky and Cheo to ask to attend a SS meeting soon to present RTS and hand-off the existing materials

The remaining recommendations will be reviewed in the next meeting.

Revised Request for Proposal (RFP) and Meeting with UDWC
Committee agreed that the changes made to the RFP and clarification/stating the process on the first page was a good and needed improvement over the former version. Also Becky’s meeting with UDWC on 3/19/14 provided good feedback as well as sign-off from UDWC regarding overload assignments and protocol to follow.

The new RFP will be uploaded to the BSI website within a short time.

Math Acceleration and Math Jam
Maula sent the package of information on Acceleration and StatsPath (that she had presented to BSISC in our previous meeting) to the Math department faculty, and she has received back some unfavorable responses which seem to indicate that one or more key points may not have been understood properly.

The committee discussed how there might be an opportunity to engage faculty further in this discussion by inviting Amelito Enriques from Cañada College to discuss his development of Math Jam workshops for students. Dave Patterson knows Amelito and volunteered to contact him. There may be a possibility that Amelito could attend a Developmental Math Task Force meeting for this discussion in part.

Math Jam has proven that students test higher and show better persistence rates through a sequence.

The group discussed having BSI sponsor a flex workshop on Math Jam.

Basic Skills Completion Report – The Key to Student Success in CCC: Effective Practices for Faculty, Staff and Administration ©2013 – published by the Chancellor’s Office
The report section on projects and programs was “chunked” and each member took one section to read and report back to the committee in one month’s time. (for the May 1, 2014 meeting)

Request for $100 contribution to NCESL-Credit ESL Mixers (April 24, 2014)
Cheo requested approval of $100 contribution to a department planned event taking place (for the first time) on April 24 – one at 10am and one at 6:40pm. Faculty are going to prepare ice-breaker activities to get noncredit students to talk with credit ESL students about “taking credit classes”. The money requested is for some food: muffins in the morning and pizza for the evening. Cheo will ask if the department can match this amount. It was suggested to also ask ASCOM (Stephen Pertker, President), for some funding as this is a student event. Another idea was to get ESL students over time to plan and put on this event every semester – perhaps the start of an ESL student club.

Announcements
- Cheo Massion and Meg Pasquel have been invited to participate by Lauren Servais of Santa Rosa Junior College to participate in the BSI Leadership Institute (BSILI) in June. More information to follow.
• 3CSN.org Workshop coming up soon – Habits of Mind: Friday, April 25 at Mission College in Santa Clara
• Becky and Cheo will attend the Northern Regional BSI Co-Chair Conference on May 2, 2014

**Next meeting time:** Thursday, **April 3, 3:00pm-4:30pm** in SS Conference Room A&B

Note: there will only be one meeting in April.

**Next meeting agenda items (partial):**
- BSI Budget update FY2013-14: actuals to present
- (?) another one-day planning retreat for the committee, June 2014
- (?) a way to get more data about our students from year-to-year (e.g., how many FT students are currently enrolled; how has that number changed from 3 or 5 years ago)

*Meeting Minutes: 3/22/14*