BSI Steering Committee Meeting
Thursday, March 28, 2013  2pm -3:30-pm
LC140

Attending:  Cheo Massion, Win Cottle, Cara Kreit, Melody Creel, Beth Patel, Rose Thompson, Anna Pilloton

1. Announcements
No Announcements

2. Discuss to send out new Request for Proposals to faculty and staff for spring 2013 semester – status
The RFP did not go out.

3. Request for funding (4) faculty to attend one-day local reading conference – proposal from Win
The proposal for two English instructors and two English Skills instructors to attend the Nor Cal Reading Association Conference at De Anza College was approved.

4. Request from College Skills Dept. – Proposal to fund English120 AC as a pilot program – see proposal
The proposal was approved. The team has been accepted to attend three workshops already. A reader has been created out of great collaborative effort, and the group would like to move forward. The proposal entails the training and wages of 9 DTs plus the pilot course over three semesters: Spring 2013 – Spring 2014. Outreach to students in the fall may improve spring success rates and thereby aid the goals of the project. The goals are to track, stabilize and project success rates of this new pilot course. After tracking this data it will be possible to determine whether institutionalizing the course is the next step.

5. Request for $450 increase to DT College Skills proposal to extend final meeting time from 1 hour to 2 hours (final meeting in May 2013)
The request was approved.

6. Other items
A BSI report is due to the State in October 2013.
The committee discussed how it is necessary to review the past plan and report as well as the budget for the BSI. We need to find out: what funds we currently have; what is the anticipated new funding; if current
funds are taken away if they are un-used and when; how the institution is assessed by the state.

7. **Schedule next meeting**

   The next meeting is scheduled for April 25\textsuperscript{th} from 2 – 4pm.

**Action Items:**

   - Background of BSI and relevant documents are needed (Cheo)
   - Budget Summary is needed (Cari)
   - Five year report that is two years old needs to be reviewed (all members)

**NEXT MEETING DATE**

Next meeting: April 25\textsuperscript{th}, 2:00-3:30 pm in LC 140. (By email it was later agreed that the meeting would be on May 2\textsuperscript{nd} at 2pm.)

*Minutes submitted by Win Cottle*