Basic Skills Steering Committee Meeting  
Thursday March 5, 2015  3:00pm – 5:00pm  
SS Conference Room A&B  
Meeting Minutes

Present: Maula Allen, Cheo Massion, David Patterson, Anna Pilloton, Becky Reetz, Cari Torres, Beth Patel, Rose Thompson

Cari Torres – FLIT (BS master planning group) gave an overview of what has been done so far.

- Meeting with each department for an hour and a half
- Question sets have been developed; open, general questions to elicit a wide range of responses
- Once the initial research has been collected, do analysis and then research best practices
- In the fall semester, go back to departments to share research
- From there, make a plan
- Proposal- Analysis software for project- needs transcripts for qualitative data
  - Hire court reporting students to transcribe department focus groups, and student focus groups eventually
  - Estimate of $1500 not to exceed $2500 with the possibility of increasing the amount if the page number seems like they will be more
- Many depts. have already confirmed a meeting time
  - Will schedule more open ended meetings to catch everyone if folks can’t make dept. meetings

Maula reported on meeting with Tam Adult School – GED / ESL/ HS Grad

- Limited resources in summer- what can COM do?
- AB 86 money may allow – Marin County Adult Ed
- Trade/vocation licensers- customized modules for reviewing certain areas- i.e., math for electricians

Caitlin Rolston’s proposal was discussed by the committee. She proposes to conduct research into Accelerated Pathways Center (APC) workshops: develop, implement, and then assess them. Questions that the committee members had:

- Need clarification on funding request and deliverables
- Committee would like to see some research from similar sized institutions
- Ask Caitlin - how do they choose faculty to do workshops?
- Becky will contact Miya- can we come for another visit to Butte- maybe invite Caitlin
- Ask Caitlin to collaborate with library with a place
- Revise proposal- include templates
- SLOs
From this discussion, the committee is interested in a secondary proposal of a survey of learning assistance on campus, and what would a centralized model look like.

Dave reported that a library proposal will be coming soon

- Physical section in the library - ESL basic skills collection
  - Enticing, interesting books - $3000
  - Furniture display $1500
- Connect with College Skills faculty to connect to their curriculum
- Assess effectiveness
- Changing the perception of the library - a place to hang out, check out fun books, movies etc
- Idea - quick survey when student checks books back in

Book in Common for COM – COMmon Read project

- Entire college reads the book for the entire year
  - Becoming Dr. Q is the recommended title
  - Year would include events, curricular tie ins, etc
  - Would involve students

Maula gave information and documentation on Statway

- 2 BOAR letters detailing what they are accepting, and CSU
- Carnegie Foundation document on Statway
- Prelim results - extremely encouraging
- Presented a summary of different math courses and pathways to Stats offered at the Bay 10 Community college districts

Announcements

- March 19th 10am Yolanda presenting about Peru, regarding *At Night We Walk in Circles*