Basic Skills Steering Committee Meeting  
Thursday, September 19, 2013  3:00pm – 4:30pm  
SMN 305

Meeting Minutes

Present: Melody Creel, Cara Kreit, Cheo Massion, Beth Patel, Becky Reetz, Rose Thompson, Edwin Tolle, Maula Allen, and Presenters: Jonathan Eldridge, Tonya Hersch, Meg Pasquel, Cara and Beth

1. Announcements - no announcements
2. Update – no updates
3. Presentation and justification of proposals

- (1) Jonathan Eldridge (and Cari Torres) VP of Student Services and VP of Student Learning  
Proposal to partially fund an annual consulting fee by hiring the Education Advisory Board/Community College Forum

Jonathan and Cari have been dialoguing with the Math department regarding the funding of DTs for the spring 2014 semester. Discussions have also included how to assess the current math pathway to transfer and degree programs, capacity/seats and department units. In addition there have been on-going discussions on the Academic Review Program regarding preparation math as one of four themes that the college needs to address. In order to truly assess what COM is doing measured against what is possible and how to do preparation math better, administration, Sara McKinnon (PRAC Co-Chair), and Laurie Ordin (Math Dept. Chair) have been developing a Project Charter on Developmental Math which would entail creating a Task Force for the project. In addition, part of this project is to contract with a consulting organization, Education Advisory Board. Jonathan proposed that BSISC partially fund this fee, matching the amount that the district will fund. Handouts of the EAB resources we would receive as part of this commitment are attached.

Current Cost: $6,750 BSISC (?), with probable commitment of another $13,500 in FY2014-2015; project not approved yet: need final cost amounts and arrangement with Administration

- (2) Tonya Hersch, Meg Pasqual (and Lucas Drisdell) of College Skills English Department:  
Communal/cohesive 92 Lab curriculum development

Tonya and Meg presented this project which has the broad support of current English 92 teachers, the department chair and the ISes of the English Skills Lab. The leads on this project will develop a template for the modules that will become the 3-hour work units that...
a student will utilize in their weekly 92 lab assignment. The modules will have some flexibility so that individual instructors can assign sections to individual students or their class as needs arise. The College Skills English department faculty will approve these modules/template at the end of the semester. Note: this curriculum doesn’t need to be approved by the Curriculum committee (as lab curriculum/lab assignments).

Cost - $3,816.60 for 30 hours of work (Tonya and Lucas); proposal approved

- Beth Patel and Cara Kreit: Faculty Interest Groups (FIG)

Beth and Cara presented the concept of FIGs at COM. Several groups of faculty and staff who have direct contact with students will be encouraged to set up a working group to address one issue or question that they have about students. Details are outlined in the proposal. Both Cara and Beth would be the leads on this project; Cara would receive a stipend as outlined in the proposal, and Beth’s time is supported by her role as professional development faculty facilitator. Project was approved with a maximum amount of $10,000 for this fall semester. Cost includes Cara’s time and honorariums to faculty/staff who complete their project and present findings at a college-wide symposium.

Action items:

1. Becky and Cheo continue to analyze data, sort financials and prepare the annual BSI report due to the Chancellor’s office no later than October 10, 2013
2. All committee members read Robert Ovetz’s proposal
3. All committee members read/review the 2-page Summary of 2013 BSI Retreat Action and Follow up items that Becky has prepared

Next meeting time: Thursday, October 3, 3:00pm-4:30pm (Room TBD)