

Basic Skills Initiative Steering Committee (BSISC) Minutes
Thursday, April 30th 2:00- 4:00pm
Conference Room B
Student Services Building

AGENDA

Review and Approve Final Draft of Committee Charge
Update on 09/10 Action Plan
Report on BSI Regional Meeting
New Professional Development Activity Summary Form
Report on BSI Faculty Proposals
Update on BSI Staff Proposal Process
CSI Marin: Update
Review BSI Research Questions Generated by BSISC
Road to Success Fall 2009 Task Groups
Newsletter and Website Update
BSISC “Homework Assignment”
Professional Development Group (added agenda item)
Set Next Meeting Date and Agenda

PRESENT

Susan Andrien, Becky Reetz, Win Cottle, Melody Creel, Candice Garretson, Cheo Massion,
Patricia Torres, Rose Thompson, Andrea Wang

REVIEW AND APPROVE FINAL DRAFT OF COMMITTEE CHARGE

The committee approved the following charge for BSISC:

The Basic Skills Initiative is a statewide effort to ensure that basic skills development is a major focus and an adequately-funded activity of the community colleges. The primary function of the Basic Skills Initiative Steering Committee is to provide guidance and direction to the activities conducted through the BSI at College of Marin.

The committee is responsible for developing the annual Action Plan that COM submits to the Chancellor’s Office. Committee members will act as liaison to the BSI from their areas, developing training opportunities at the college, communicating progress and findings and soliciting input from those working in their areas for an annual research agenda regarding success, retention and improvement rates for basic skills students. The committee will make recommendations to the Superintendent/President for funding faculty and staff projects to improve student success in basic skills courses. Committee members will also provide support and assistance to faculty and staff regarding their projects, and will contribute to a formative evaluation of the BSI at the end of each semester, and a summary evaluation at the end of each academic year.

UPDATE ON 09/10 ACTION PLAN

Susan and Becky are still drafting the 09/10 Action Plan. The committee recommended that it include items from previous action plans that are still in development, new BSI proposals that have been approved by the BSISC, the Road to Success event, the research agenda.

REPORT ON BSI REGIONAL MEETING

Becky sent out a summary of the regional meeting presentations to the committee, prior to the meeting. We briefly discussed the presentation on the excellent process used at Chabot to create their Writing and Reading Center.

NEW PROFESSIONAL DEVELOPMENT ACTIVITY SUMMARY FORM

This form will be sent to all staff, faculty, and administrators who participate in professional development activities paid for with BSI funds. The form asks for participants to summarize any main points that really stood out to them, and to write down any ideas that might apply to our college. The idea behind the form is begin to create a collective institutional memory of the professional development activities we all participate in.

REPORT ON BSI FACULTY PROPOSALS

Award letters have been sent to the two faculty teams whose proposals were approved by the BSISC. The letter included a request for faculty to resubmit the proposal with a modified timeline. Andrea Wang, submitted her modified math 85 proposal to the BSISC at the meeting.

Patricia and Andrea discussed identifying potential math 85 students using cut-off scores. Patricia agreed to notify students of the option (as she already does for many of the programs and learning communities that students demonstrate eligibility for when they receive their placement test scores). The group supported the idea of continuing to have a faculty member (and possibly a counselor) participate in the placement tests as student advisors. Patricia agreed to create a document that explains how the placement scores relate to the math and English course sequences.

REVIEW BSI FACULTY PROPOSALS

The following faculty proposals were reviewed:

- A pilot course- Math 85 “Arithmetic and Problem Solving” offered by Maula Allen and Andrea Wang
- A learning community – English 92 and Counseling 125 (How to Study Effectively) offered by Blaze Woodlief and Joetta Scott

Both proposals were unanimously approved by the committee. Award letters will be sent immediately. We will request that participants resubmit their previous proposals with modified timelines (to reflect the delay in getting the BSISC committee started this semester).

We will send a request to have this information included in the Presidents Briefing.

- New idea for RFP form: Include a section that requires the writer to describe the population their proposal is targeting.

UPDATE ON BSI STAFF PROPOSAL PROCESS

The BSI RFP for classified staff has been sent out and is due by May 8th. The group agreed to review all of the staff proposals that we had already received, and continue to review the rest as they came in.

Proposal #1 Coordinator Universal Learning Design Pilot Project; Smartxt

The committee agreed to approve the proposal with the caveat that the project be limited to basic skill level courses. We will request that the proposal be resubmitted with these changes. The group also suggests that the project is piloted with a basic skill level ESL, English, and math course.

Proposal #2 Podcast for Notetaking and Identifying the Main Idea

The committee agreed to approve the proposal. The group recommended that the project developers begin by communicating with the English Basic Skills faculty. The group also specified that funding for the project should include any necessary equipment, as it relates to BSI courses and this pilot project.

Proposal #3 In-Depth Analysis of Basic Skills Placements

The committee agreed to approve the proposal. Susan recommended the following sentence be added in the assessment section, “The assessment of this project will entail an analysis of the impact of the placement

testing on various populations who test at College of Marin.” Patricia agreed to generate a report from her findings that summarized who these students are.

There was a discussion that surrounded this proposal as members began to see how the BSI research agenda questions might connect to this project.

The group agreed that we would aim for giving a college-wide BSI presentation at convocation in spring 2010.

Proposal #4 Basic Skills Student Questionnaire

The committee did not recommend approval of this proposal.

UPDATE ON CSI: MARIN

The original BSI group first envisioned the College Success Initiative (CSI) Marin, now referred to as the College Success Center (CSC), to be a place for basic skills students to go where they can receive counseling, mentoring, tutoring, and other types of support (based on the EOPS model).

It was clarified in the meeting that the larger BSI committee recommended the development of a physical space for this center, but did not recommend any department or lab mergers as part of the recommendation.

REVIEW BSI RESEARCH QUESTIONS GENERATED BY BSISC

The group reviewed the questions that had been submitted. We agreed that we would continue to generate ideas and prioritize them for action at a later date.

We agreed to focus on raising concerns and questions, rather than make recommendations. Periodically, we will present our questions to the Academic Senate.

Initial issues discussed in the meeting included:

- Concern that the current COM model of allowing students to enroll for 3 weeks after the semester might have a negative effect on basic skill students.
- Concern that the challenge process for the English department is differently understood by various stakeholders and is not published for equal student access
- Concern that because mid-term grades are issued late in the semester, they may not inform basic skill students of their class progress early enough in the semester to have a significant impact.

ROAD TO SUCCESS FALL 2009 TASK GROUPS

The group confirmed the task group assignments. Susan, Becky, and Andrea will request to get on the agenda for the department chairs meeting on Tuesday to present the Road to Success event.

Cheo agreed to create a Student Services information card for faculty.

NEWSLETTER AND WEBSITE UPDATE

Becky reported that the website is in development, and it should be ready for the group to look at soon.

The group reviewed the draft of the BSI newsletter. Susan and Win volunteered to write articles. Becky will ask Meg about writing an article about learning communities.

BSISC “HOMEWORK ASSIGNMENT”

BSISC members were encouraged to read three academic articles related to basic skills, and/or their specific disciplines, to share with the group.

PROFESSIONAL DEVELOPMENT GROUP

Patricia volunteered to begin planning the basic skill student professional development speaker series for fall 2009. The fundamental themes will be cultural awareness, applying theory to practice, and building learning communities. Three speakers were initially proposed: Dr. Juan Carlos Arauz, Dr. Elena Tejada, and Dr. Vincent Tinto. Additional outreach will continue to community leaders in Marin City.

The committee encouraged Patricia to volunteer to serve on the new COM professional development governance committee as the BSI representative.

SET NEXT MEETING DATE AND AGENDA

The next BSISC meeting will be May 14th from 2:00-4:00pm. The summer meeting schedule will be based on a survey of participant availability.

Summary of Action Items

- *Susan and Becky will draft a 09-10 Action Plan to be reviewed by group*
- *Becky will send award letters to classified staff*
- *Becky will modify the BSISC research agenda to add additional group questions*
- *Susan, Andrea, and Becky will request to get on the department chair meeting agenda to present the Road to Success event.*
- *Becky will work with the Academic Senate to resend out the faculty BSI RFP*
- *Win and/or Susan will write a newsletter article*
- *Becky will speak to Meg Pasquel about writing an article about COM learning communities*
- *Everyone will read three academic articles related to BSI or their disciplines and report back to the group.*

Minutes submitted by Becky Reetz