Basic Skills Initiative Steering Committee (BSISC) Minutes  
Thursday, April 9th 2:00- 4:00pm  
Conference Room B  
Student Services Building  

AGENDA  
Introductions  
Approve Committee Charge  
Review 07/08 and 08/09 Action Plans  
Review BSI Faculty Proposals  
Discuss BSI Staff Proposals  
Review COM BSI Related Research  
Road to Success Fall 2009  
Housekeeping  
Set Next Meeting Date and Agenda  

INTRODUCTIONS  
Susan Andrien, BSI Co-Coordinator, Learning Resources  
Becky Reetz, BSI Co-Coordinator, Tutoring Program  
Win Cottle, English Department  
Melody Creel, Research and Planning  
Andrea Wang, Math Department  
Cheo Massion, ESL Department  
Candice Garretson, EOPS/Care/CalWORKs  
Patricia Torres, Assessment and Testing  
Rose Thompson, Counseling  

COMMITTEE CHARGE  
A draft of the BSI Steering Committee charge was reviewed by the group. Several changes were recommended. This is the updated version that has been distributed and approved via email:  

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.  

REVIEW OF 07/08 AND 08/09 ACTION PLANS  
Highlights of the review of the 07/08 and 08/09 Action Plans:  
  ● The development of a support center for basic skill students is still in the discussion phase.
A part-time counselor for basic skill students is being hired for fall 09
Non-credit courses for college readiness were piloted, but did not run due to low enrollment
A college success course still needs to be formally developed, although many models already exist at the college
  o Two new ideas were shared:
    ▪ College Skill workshops- Becky and Meg Pasquel are working on developing a proposal to create them for fall 09
    ▪ Development of Puente Program feeder course that would prepare basic skill students to be better prepared to enter the program
Road to Success will happen fall ’09
BSI has offered two college-wide workshops related to learning communities this year
The English course alignment project is moving forward
  o Currently the ESL/English course sequence moves students through 3 departments
  o New idea shared:
    ▪ Develop recommended reading/writing levels for each course offered at the college so counselors would be able to better direct basic skill students in their educational plan development
Math courses are already mostly aligned, now focusing on aligning Math 95A with Math 95 and syncing the curriculum
  o New projects in development in math department:
    ▪ Math 95A and Math 95B will be offered as an instructor lead 2 semester course for the first time (has been approved by curriculum committee and will begin fall ’09)
    ▪ Math 85 will be piloted either in spring ‘10 or fall ‘10
The formation of the BSI Steering committee (BSISC) meets the goal of developing a planning group. However, the group agreed that it was important for the BSISC to offer professional development opportunities for faculty and staff that raise awareness and foster understanding of our diverse student population.
  o New idea for professional development:
    ▪ Consider the speaker from the Latino College Awareness day, Dr. Juan Carlos Arauz, as a workshop presenter. Patricia will gather biographical information for dissemination to the BSISC group.
Learning communities are thriving. Meg Pasquel is working as the BSI Learning Communities Coordinator.
The impact of the Student Athlete study hall is still be analyzed.
A website for BSI at College of Marin is in development. Content has been delivered and first phase of design is nearly complete.
College-wide BSI lunch meetings have occurred sporadically. However, now that the BSISC is going, we hope to establish regular monthly meetings, possibly with guest speakers.

2009/2010 ACTION PLAN
Becky will write a draft of the 09/10 Action Plan to be distributed electronically to BSISC. The final draft is due to the Chancellor’s office on May 31st. Committee members will be asked to give feedback, additions, and modifications. Becky will also create a document that demonstrates how the 09/10 BSI Action Plan ties to Board of Trustee goals, the Educational Master Plan, and the current strategic planning objectives.

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.

**DISCUSSION OF BSI STAFF PROPOSALS**
Although the BSI Proposal opportunity was initially only going to be available to faculty, staff will now also have an opportunity to participate. Some staff have already submitted proposals but these will not be reviewed for approval by BSISC until all staff have been given the opportunity to submit proposals. Becky will send and email out to the staff immediately. The deadline will be May 1st.

**REVIEW OF BSI COM DATA**
The BSISC had a preliminary discussion related to the cohort studies and other data included in the BSI binders. All committee members were encouraged to further review the data on their own, and submit research questions for review to Becky or Susan. All research ideas/questions will be discussed at the next BSISC meeting to determine if they will be included in the BSI Research Agenda.

**ROAD TO SUCCESS FALL 2009**
Committee members agreed to participate in the planning and execution of the Road to Success event in fall 2009. Becky will create a list of Road to Success work groups so volunteers can choose how they would like to help.

**HOUSEKEEPING**
Timesheets were distributed to the group along with an explanation of how compensation will work for both faculty and staff. For budget management purposes, any work outside of committee meetings must be reviewed by the BSI Co-Coordinators ahead of time.

**NEXT MEETING**
The next BSISC meeting is tentatively scheduled for April 23rd from 2:00-4:00pm. Location and agenda will follow.

**Summary of Action Items**

- Patricia will send Becky biographical information about Dr. Juan Carlos Arauz for distribution to the group, and for consideration of a professional development event.
- Susan will edit the BSISC committee charge based on group recommendations, and send to group for approval via email.
- Susan and Becky will write a draft of the 09/10 Action Plan for distribution to the group.
- Susan and Becky will write the BSI/COM Articulation Evaluation document.
- Becky will send award letters to the faculty who have been awarded a BSI grant.
- The BSI Co-Coordinators will draft an email to staff, asking them to participate in the BSI RFP.
- Becky will modify the existing BSI RFP form to include a section on describing the target population.
- BSISC committee members will review data included in their binders and submit research questions to either Becky or Susan.
- Becky will create a list of Road to Success work groups and distribute to groups.

Submitted by Becky Reetz, approved by consensus 4/30/09