

**Basic Skills Initiative Steering Committee (BSISC) Minutes**  
**Thursday, May 14th 2:00- 4:00pm**  
**Learning Resource Center Room 140**

**AGENDA**

Report on Action Items from Previous Meeting  
Road to Success Fall 2009 Update  
Newsletter and Website Update  
Reports from BSISC Members  
Set Next Meeting Date and Agenda

**PRESENT**

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

**REPORT ON ACTION ITEMS FROM PREVIOUS MEETING**

Susan shared data on the Basic Skills English and English improvement, success, and retention rates. The complete report will be sent to the BSISC. BSI is currently paying faculty in these departments to study SLO's and align the curriculum.

The group requested access to the Chronicle of Higher Education to review articles related to Basic Skills.

**ROAD TO SUCCESS FALL 2009 UPDATE**

Rose and Patricia have drafted a letter to request donations for prizes and have come up with a list of potential donors. 1<sup>st</sup> Street Books has already donated a prize.

Prize idea: a backpack loaded with school supplies

The dates for The Road will be September 1<sup>st</sup> and 2<sup>nd</sup> from 11:00-1:00 and from 4:00-6:00.

The preliminary design for The Road will be completed by Dave Mahoney by June 17<sup>th</sup>.

Road idea: Have Road to Success raffle entry tickets for each stop on the road. Give students passports to get stamped at each stop as well. Students can enter their full passport at the last stop for entry for the "big prize"

We will order pencils, erasers, flash drives, and other items for marketing.

We will work with ASCOM to see if they will be offering a free lunch at the beginning of the semester. If so, we will coordinate pulling names for the raffle on the same day.

Win will draft an email announcing the Road to Success to the faculty and staff. Becky will submit the information for inclusion in the President's Monday Briefing.

## **NEWSLETTER AND WEBSITE UPDATE**

The first BSI newsletter is complete and is being printed for distribution to the entire college. The website is under development and should be complete by the end of June.

## **REPORTS FROM BSISC MEMBERS**

Patricia reported on the BSI professional development plans for the next academic year. Discussions with Dr. Juan Carlos Arauz have been taking place to develop a series of workshops for the college based on both BSI recommendations and the recommendations of the Campus Climate Task Force. Topics will include identifying who are our students are, developing project-based curricula, and engaging students in learning. Other possible presenters will be Eileene Tejada and Vincent Tinto.

Susan reported on the BSI Regional Non- Credit meeting that her and other committee members recently attended in Sacramento. Sara McKinnon from the COM ESL department gave a presentation at the meeting and stated that 65% of the students taking non-credit courses transition to credit ESL courses at COM. Susan also reported that City College in San Francisco has a program called “Steps to Credit” that supports non-credit ESL students moving into credit courses. The program is 90 hours and includes field trips, completing applications, and many other activities that encourage interaction and progression to the credit courses.

## **SET NEXT MEETING DATE AND AGENDA**

The next meeting date and agenda will be determined based on the summer schedules that the BSISC members will be submitting to Becky.

*Minutes submitted by Becky Reetz*