Basic Skills Meeting
Location: AD/SS 200C
Time: 2:30-3:30 P.M.
Date: October 9, 2012

ATTENDANCE ROSTER:
[Those in attendance are marked with "x"]

x	Ailsa Aguilar-Kitibutr	x	Amy Avelar		Colleen Calderon		Dan Angelo
x	Dirkson Lee (Scribe)	x	Edward Jones	x	Haragewen Kinde (Chair)	x	James Smith
x	Kay Weiss	x	Keith Lee	x	Kevin Kramer	x	Marco Cota
x	Nori Sogomonian		Odette Salvaggio	x	Paula Ferri-Milligan (Co-chair)	x	Richard Jaramillo
	Roger Powell	x	Rose King		Stephanie Briggs		Willene Nelson

Call to Order: 2:32 P.M.

1.   APPROVAL OF MINUTES

Minutes approved with modifications.
- Contextual learning added to September 25, 2012 report on Research and Planning

2.   RFA UPDATE - GRANTS   KINDE
- Report on possible ESL basic skills grant opportunity
- Grant document is to be used as a guide to inform possible projects

3.   DOCUMENT "STORAGE"   PAULA
- Discussion of possible online storage space to store files for Basic Skills committee
  Possible data to include in storage space:
    - Minutes
    - Reports
    - Forms
  Advisement: Minutes should be open for public access but progress should be kept Private

4.   PROJECT PROCESS AND APPLICATION   PAULA
- Report provided on the completion of the Basic Skills report
- Open discussion on the creation of an application form for "Basic Skills Mini-Projects"
    Issues discussed:
        - How faculty would be compensated for approved basic skills projects
            - Suggestion in wording that stipends may be available
        - Criteria or rubric should be developed
        - Administrative support should be provided, but not be micromanaged
        - On project approval form should not require dean's signature

- Deans should be informed of project proposals for basic skills

- Discussion was initiated on projects supported by Basic Skills funds
    - Projects previously supported by Basic Skills funds must complete a Basic Skills funding approval form to see the projects plans as well as to assess measurable outcomes
    - Suggestion was made to dialogue with departments affected by proposed projects in Basic Skills

- Discussion on whether departments want to provide pretest assessment workshops
    - Affected departments: Reading and English

- Introduction and discussion of supplemental instruction
    - Possible implementation of supplemental instruction in courses such as English
        - Ideal is to link a tutor/SI session to a class
    - One of the goals of supplemental instruction is to address the questions of "How does the college get students one or two levels below transfer level?"

5.   FINAL NOTES
- Representatives from the Basic Skills committee would propose the possibility of developing pretest assessment workshops to Reading and English departments
- Representatives from the Basic Skills committee would propose the possibility of using supplemental instruction tutors for the departments of English, math, reading and science
- Find out if funding will need to be approved for supplemental instruction
- See if faculty are interested in implementing supplemental instruction for their classes

MEETING ADJOURNED: 3:29 P.M.