

**Basic Skills Meeting**  
**Location: AD/SS 200C**  
**Time: 2:30-3:30 P.M.**  
**Date: November 27, 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)		James Smith
x	Kay Weiss	x	Keith Lee		Kevin Kramer	x	Marco Cota
x	Nori Sogomonian	x	Odette Salvaggio	x	Paula Ferri-Milligan (Co-chair)		Richard Jaramillo
	Roger Powell	x	Rose King	x	Stephanie Briggs		Willene Nelson
	Algie Au (Guest)	x	Kathy Kafela (Guest)	x			

**Call to Order: 2:30 P.M.**

**1. APPROVAL OF MINUTES PAULA**

Minutes approved with modifications

**2. PUENTE LAURA**

- Explained the possible status of \$1500 that was to be allocate to Puente project by the State but still has not been received
- Possible reasons as to why funding has not been received
  - Statewide office has been reduced/downsized
- Recommendation by Basic Skills Committee member:
  - Puente should work on acquiring outside funds instead of relying on Basic Skills funding
- The proposed activities for Puente were articulated as follows:
  - Bus transportation
  - Trip to Museum of Tolerance
  - UCLA Stoles and T-Shirts  
(Note: They were identified by Basic Skills committee members as questionable expenses since they were not directly tied to basic skills.)
  - Mentor luncheon
- Possible current funding sources for Puente are as follows:
  - U.C. → \$10,000 for training
  - \$1,500 from state, but whereabouts of the monies are unknown.
- Must have M.O.U. for funding of Puente projects

**3. PROFESSIONAL DEVELOPMENT NORI**

- Reported on how professional development was traditionally funded.
- Traditionally received \$6,500 from president's funds.

- Currently, no longer supported through president's funds.
- In process of obtaining funding from Edustream.

**4. DISCUSSION ON FUNDING FOR TUMAINI PAULA**

- Tumaini requested funding in the amount of \$6,000.
- Projects consisted of the following:
  - Providing coaches to provide for Basic Skills students
  - Purchasing of books
- Financial support status of the Tumaini program
  - Monies are projected to be exhausted by the end of 2012.
  - President's office no longer funding the program

**Vote results: First and Seconded**  
**All Approved**  
**2 abstentions**

**5. DISCUSSION ON FUNDING FOR PUENTE PAULA**

- Puente requested funding in the amount of \$4,600 including mentoring

**Vote results: First and Seconded**  
**All Approved**  
**1 abstention**

**6. DISCUSSION ON FUNDING FOR PROFESSIONAL DEV. PAULA**

- Discussion of topics to be held at Great Teacher's Retreat
- The topics were as follows:
  - How to help Basic Skills students
  - Writing across the curriculum
- Discussion of where best to host the retreat.
  - If the retreat was held at the District site, Basic Skills members agreed that it would not be conducive to conversations that lead to change.
- Professional Development requested funding in the amount of \$6,500.
- Motion to approve half of funding request in the amount of \$3,250.

**Vote results: First and Seconded**  
**All Approved**  
**1 abstention**

**7. PROPOSAL OF FUNDING FOR STUDENT SUCCESS CENTER ROSE**

- Presented proposal for funding of Student Success Center.
- Proposed funding will be used to support tutors, such as in the disciplines of math, reading and study skills. Funding will also enable the center to offer extended evening hours and Saturday availability.
- The funding for the Student Success Center is as follows:

- Funding goes to payroll for tutors.
- Expenditures linked directly “to student success by supporting student learning and basic skills development.”

**8. PROPOSAL OF FUNDING FOR READING TUTOR PAULA**

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- Presented proposal for funding for reading tutor.
- Proposed funding will be used to hire a reading tutor who is currently an adjunct instructor. The tutor will be approved for 300 hours, which will allow for reading tutoring two nights a week and offer Saturday availability.

**9. UPDATE OF PREASSESSMENT WORKSHOPS PAULA**

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- The English department has decided not to explore preassessment workshops at this time.
- The Reading department has agreed to explore preassessment workshops for reading.
- Possible compensation recommendations from Basic Skills members were as follows:
  - It was proposed that participants would be compensated up to 40 hours per lab rate
  - It was proposed to see how many hours it would take a tutor to develop a preassessment workshop.
- Two preassessment workshops were to be offered in the spring 2013 semester.

**10. UPDATE OF SUPPLEMENTAL INSTRUCTION (S.I.) PAULA**

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- Of the English department, 2 faculty members are interested in incorporating S.I. in their classrooms.
- S.I. will be offered at 65-70 hours noninstructional.
- It was recommended that a modified form of supplemental instruction be implemented.
  - Offering it at 2 hours a week.
  - Training of tutors
- Motion to table S.I. for Writing Center tutors to be discussed in February 2013

**11. FINAL NOTES**

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- Activities:
  - Send out project proposals to see if they are acceptable.
  - Send them out now and again on January 14.
  - Present them to the Academic Senate
- Item tabled to meeting in February 2013:
  - Writing Center basic skills initiative project

**MEETING ADJOURNED: 3:26 P.M.**