Basic Skills Meeting
Location: AD/SS 200C
Time: 2:30-3:30 P.M.
Date: September 25, 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)		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)		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 additions.
            - Secretary changed to Scribe
            - Stephanie Briggs added to attendance for September 11, 2012 meeting

2.   BUDGET   DR. KINDE
    - Funding allocation for programs was discussed.

3.   DISCUSSION OF BASIC SKILLS   PAULA
    - Recap of narrative and goals for Basic Skills report
    - Time provided for committee members to discuss components of narrative
            - Narrative for ESL portion of the document was introduced
            - Aspects to address or incorporate into narrative:
                    - How is what the Basic Skills committee is funding supporting its goals
                    - More communication needs to be fostered throughout the campus
                    - The consideration of prerequisites in the creation of courses
                    - Add strengths into what the college is doing concerning basic skills
                    - Add positive tone to the narrative

4.   WEBINAR REPORT   PAULA
    - Brief report provided concerning Webinar training

5.   RESEARCH AND PLANNING   DR. SMITH
        - Discussed the following topics:
            - Accelerated reading and math
            - Supplemental instruction
            - After school programs

- Preassessment workshops
- Contextual learning

6.   ORGANIZATION OF BASIC SKILLS ACTIVITIES   PAULA
- Discussed with the committee ways to link activities with measure outcomes
- Committee organized activities
- Possible activities to implement
  - In order to measure the outcomes of some basic skills courses, the possibility of implementing a percentage of special courses and comparing the results with regular courses was discussed.
  - Since the HACU grant will end in December, there needs to be greater coordination to implement more learning communities by linking basic skills courses to content courses.
  - Get faculty excited about working together
  - Offer preassessment workshops
  - Look into the possibility of moots

7.   ITEMS FOR NEXT MEETING
- How to start a Databank
- Implement process for bringing in faculty for basic skill projects

8.   FINAL NOTES
- Paula will get corrections by Thursday
- It was mentioned that in order for current programs to get more funding, they must go through the review process to be considered for funding.

MEETING ADJOURNED: 3:32 P.M.