Basic Skills Committee Minutes
December 10, 2013
2:30-3:30

Present: A. Aguilar-Kitibutr, P. Ferri-Milligan, R. Jaramillo, E. Jones, H. Kinde, R. King, K. Lee, O. McGinnis, R. Powell, D. Ramsey, K. Weiss.
Guests: A. Bojorquez, M. Cota

Approval of Minutes: A motion was made by R. Powell to approve the minutes from the October 22, 2013, November 12, 2013, and November 26, 2013 meetings. Seconded by R. Jaramillo. The minutes were approved with two abstentions.

Projects: The committee discussed the reporting mechanism for projects that were funded for the 2013-2014 academic year. It was decided that the committee will invite proposers of projects that were funded to report at the Basic Skills meetings in late February and Early March. Some projects have been completed, and the committee will request an end-of-the-year report in writing. For those projects that are still in process, proposers will be asked for a progress report. P. Ferri-Milligan will contact the project proposers to schedule times.

Plans for 2014-2015: The committee discussed plans for 2014-15 activities. Since the committee needs to approve projects in March so that they can go to Board, planning needs to happen early in the spring semester. The committee will address this at the first meeting in the spring.

Proposal: A. Bojorquez and R. King were asked to attend the meeting and clarify their proposal—a proposal that would support students in the DSPS High Tech Center (see November 12, 2013 and November 26, 2013 for discussions). A. Bojorquez clarified that the project aide does not need certification. Interest in teaching and one-to-two years of experience in this type of setting are the requirements. The concern is that the Computer Lab needs a project aide and tutors in DSPS to provide one-on-one support. The committee asked if SBVC has a program that leads to experience in special education and who would train the project aide. A Student Development course is available but students can only take it one time. A. Bojorquez would complete the training. Tutors differ from the project aide because tutors work exclusively with the content, and the project aide would work with the content and the systems. O. McGinnis motioned to approve the project request—dependent on the Basic Skills budget. K. Weiss seconded the motion. The project was approved. The committee suggested that DSPS gather data from this project in hopes that institutionalization may occur at some point.

Addendum: After reviewing Basic Skills Budget, the following was approved: One Tutor II at 15 hours per week for 17 weeks and three student tutors at 15 hours each per week for 17 weeks.