

Basic Skills Committee Meeting
Tuesday, February 12, 2013
2:30-3:30 p.m.

Present: A. Aguilar-Kitibur, M. Cota, P. Ferri-Milligan, E. Jones, H. Kinde, K. Lee, N. Sogomonian, K. Weiss.

Approval of Minutes: A motion was made by K. Weiss to approve the minutes from the November 27, 2012, meeting. Seconded by N. Sogomonian. The minutes were approved.

Basic Skills Mini-Project Applications were reviewed:

- Magdalena Jacobo submitted a proposal to develop the curriculum and present two pilot Assessment Workshops for students during the Spring 2013 semester. The committee reviewed the proposal and made the following suggestions for resubmission:
 - Focus only on reading assessment.
 - Develop the workshop materials rather than requesting funding to purchase materials for students to use. This will eliminate an ongoing cost for the workshops.
 - Work with Counseling to schedule the dates for the workshops—possible increase the number of pilot workshops to four—one in May, two in June, and one in July.
- Patti Wall, Celia Huston, & Mercedes Gifford submitted a proposal for funding for an online database for English Language Learners. Patti Wall & Celia Huston also submitted a request for funding for LearningExpress Library and College eFolio. In both cases, the committee felt the projects fell under the Basic Skills goals. The committee made the following suggestion for resubmission:
 - In each case, the data needs to be collected for reporting to the state, which means that students and their progress need to be identified and tracked.
- Jeremiah Gilbert proposed a preliminary idea to the committee to see if funding through the Basic Skills Committee was possible. Gilbert would like to receive support to create a new, single five-unit basic skills class that would combine Math 942 and Math 952. He needs support to review software systems and work to create a course shell that all faculty would be able to use. He will also coordinate the training for this course with faculty. The committee reviewed his request and would consider his proposal for either summer or fall.

Ferri-Milligan will contact the proposers of the projects and work with them to revise the initial proposals.

End-of-the-Year Reporting: Since reporting must be submitted in early fall to the state, collecting the year-end reports is necessary. Although the student data may not be available until the semester is over and grades are posted, other reporting can be completed earlier. It was decided that Tumaini and Puente (M. Cota) would report on the progress these programs are making at the next meeting. The remainder of the projects that have been funded this year will

be addressed in late March and early April. A written report will be requested from all project coordinators by the end of April.

The next meeting of the Basic Skills Committee will be on Tuesday, February 26 at 2:30 in the VP's conference room.