Present: Amy Avelar, P. Ferri-Milligan, E. Jones, K. Kamner, H. Kinde, Rose King, K. Lee, Roger Powell, K. Weiss.

Approval of Minutes: A motion was made my H. Kinde to approve the minutes from the February 12, 2013, meeting. Seconded by Kay Weiss. The minutes were approved.

P. Ferri-Milligan reported on the projects that were reviewed at the previous meeting:
- M. Jacobo received the comments from the committee and is revising her proposal for assessment workshops in reading.
- J. Gilbert was notified that his preliminary proposal was within the scope of the Basic Skills Committee. He will complete a full proposal and submit it either for summer funding or for fall funding.
- P. Wall, C. Huston, and M. Gifford were notified of the comments from the committee for the online databases—for English Language Learners and for the LearningExpress Library and College eFolio. They have resubmitted the LearningExpress Library proposal with the plans for tracking students and will resubmit the ELL proposal as a pilot project linked to an ESL class.

Additional Committee Suggestions to Proposers:
- Coordinate the reading assessment workshop with math—joint publicizing.
- Library Database Projects—Plan to present the results of the project to departments.

P. Ferri-Milligan will contact the proposers and inform them of the Committee's suggestions.

Project Funding: The Committee voted on the project to fund the Library's database—Learning Express Library (Standard Platform). A motion was made by K. Weiss to approve the project and funding for the database at $3,547. E. Jones seconded. The project was approved.

General Discussion—Institutionalization: The Committee discussed the general institutionalization of basic skills projects. As part of the reporting for projects, the Committee is going to request the following information from funded projects:
- What departments/divisions will the results be shared with?
- How will you institutionalize the project's focus and when?

The Committee discussed the possibility of realigning the basic skills funding with Program Review. It was aligned with needs assessment at one time. This could be the vehicle for institutionalization. It was suggested that the Committee invite S. Lillard, Faculty Chair of Program Review Committee, to a future meeting. P. Ferri-Milligan will contact her.

Current Projects: Tumaini, Puente, Counseling, Reading, and Tutoring Services currently have funding support from basic skills. These projects will be asked for both a written report and a report-out to the committee. P. Ferri-Milligan will work with James Smith to compile the student data after the spring semester is completed. A suggestion was made that these projects,

because they have received continued funding from last year, work with the Program Review process for institutionalization. A suggestion was made that future projects that are funding through basic skills be directed to Program Review needs assessment for continued funding.

Basic Skills Dialogues Campus-Wide: The need to bring more dialogue about basic skills to the campus was addressed. Linking with Professional Development—Brown Bag Lunches, Webinar—is a possibility. Committee members might also address basic skills through division/department meetings. A. Avelar will discuss the possibility of addressing basic skills at Academic Senate meetings. The goal is to be more visible to the campus.

Next meeting: Tuesday, March 26, 2013.