

Basic Skills Committee Meeting
Tuesday, April 22, 2014
2:30 - 3:30 p.m.

Present: A. Aguilar-Kitibur, A Avelar, P. Ferri-Milligan, H. Hua, E. Jones, K. Kammer, H. Kinde, R. King, J. Smith, K. Weiss

Approval of March 11 Minutes: A correction was made to the March 11, 2014, minutes to include R. King as present. A motion was made by K. Weiss to approve the minutes with the correction. Seconded by A. Aguilar-Kitibur. The minutes were approved with one abstention.

Approval of March 25 Minutes: A motion was made by K. Weiss to approve the minutes. Seconded by P. Ferri-Milligan. The minutes were approved.

End-of-Year Reports: K. Weiss reported on the non-credit ESL Matriculation Project. This project was intended to ease and smoothly facilitate the matriculation process for ESL non-credit students and included the following components: 1) application workshop 2) in-person orientation and 3) manual registration. The counselor developed a workshop where students would be walked through the online SBVC registration application. Because the SBVC orientation is accessible to students online, the counselor was required to develop a modified in-person orientation to specifically meet the needs of this ESL population. Once the students had applied and met orientation and assessment requirements, students were manually registered by the Admissions and Records Office. Measurable outcomes were as follows: 1) students completed an online application 2) students met the mandatory orientation requirement 3) students registered for ESL 603.

\$647.40 (15 hours at the non-instructional rate) was requested for a counselor to work with the ESL non-credit students in the fall for matriculation. The motion to approve the request was made by A. Aguilar-Kitibur. Seconded by K. Kammer. The request was approved.

K. Weiss reported on the Reading Lab activities. An adjunct faculty member was hired to extend the hours for open lab. This provided access to an additional 15 computers for the general student population. Additionally, the faculty member provided workshops to improve reading skills and provided "line-of-site" supervision to tutors in the Writing Center, allowing for increased availability of services in the Writing Center as well as the Reading Lab. Outcomes included: 1) usage of the Reading Lab and Writing Center increased. The assigned faculty member reported that 10-12 students utilized the Reading Lab each evening and Saturday 2) each Saturday there was a reading strategies or writing workshop 3) Writing Center hours increased--an additional 176 students received services based on scheduled appointments and an additional 40 students received drop in services.

\$15,773.58 (9 hours per week at the non-instructional rate for the fall, spring, and summer terms) was requested for next year. The motion to approve the request was made by A. Aguilar-Kitibur. Seconded by A. Avelar. The request was approved.

P. Ferri-Milligan reported on supplemental instruction across the disciplines. This semester, a modified supplemental instruction cohort from across the disciplines included 15 faculty members and their SIs. Disciplines included in the current cohort include Reading, English, Spanish, ASL, ESL, Music, and Automotive. Measurable outcomes will be assessed at the end of the current semester--after final grades are available. Faculty members have identified the courses and the section numbers that are currently participating in supplemental instruction. The project coordinator will work with the Office of Institutional Research to identify and interpret the data.

\$69,888 total (\$23,220 for faculty mentors--30 hours per week X 18 weeks X non-instructional rate, \$3,900 for three new faculty participants--\$1,300 each, and \$42,768--\$11.00 per hour X 12 hours per week X 18 weeks X 18 Tutor IIs) was requested for the fall semester. The motion to approve the request was made by A. Aguilar-Kitibur. Seconded by R. King. The request was approved with one abstention.

J. Smith readdressed the Tumaini proposal. Enrollment/success/retention rates for 2012-13 were as follows: retention rate was 92% vs. 89% campus-wide and success rate was 74% vs. 69% campus-wide. The courses included SDEV 102 and 103 and History 138 and 139.

\$7,400 (for textbooks, coaching, mentor meeting, Umoja Regional Symposium, end-of-year-celebration, cultural experience trip) was requested for the next academic year. A motion to approve the request was made by K. Weiss. Seconded by J. Smith. The request was approved with three abstentions. The committee requested that reporting for next year should also include data from the courses that students take in math, reading, and English and include qualitative reports from coaches.

The DSPS request for tutors was readdressed. The proposal will be addressed by the COMPASS project for funding.