

Basic Skills Committee Meeting

Minutes

April 23, 2013

2:30-3:30

Present: A. Avelar, M. Cota, P. Ferri-Milligan, E. Jones, K. Kammer, H. Kinde, R. King, K. Lee, N. Sogomonian, R. Powell, K. Weiss

Approval of Minutes: A motion to approve the minutes from the March 26, 2013, meeting was made by E. Jones. Seconded by K. Lee. The minutes were approved.

A project was submitted by T. Strong and A. Gibbons called “Math Across the Curriculum.” The project is designed to produce workbooks for various disciplines that would cover an introduction to the discipline covered, examples of math used in the discipline, math problems similar to the examples for the class to work on together, a project which would meld the discipline with the math that students will complete in groups and submit for assessment. The committee agreed that the project would enhance basic skills learning across the curriculum; however, questions were raised: How much is the total for the workbooks? Could they be placed in the bookstore for students to purchase? What specific classes have been targeted? How many hours of compensation are needed per person for the stipend? P. Ferri-Milligan will contact T. Strong and A. Gibbons for a revised proposal. The committee will review that proposal at the next meeting.

J. Gilbert submitted a proposal to review existing course management systems, to find the best fit, populate the course work for faculty to copy and use, and oversee the training of this system for new or unfamiliar faculty for a combined Arithmetic and Pre-algebra course. A motion to approve the proposal was made by R. King—seconded by M. Cota. The proposal passed and compensation for J. Gilbert was approved at a maximum of 60 hours at the non-instructional rate.

M. Copeland submitted a proposal to develop materials for students in order to provide added instruction in understanding and mastering the English 015 final exam—the departmental final that all English 015 students must take. In addition to developing materials, M. Copeland will work with an English 015 instructor this summer to test the materials that are developed. A motion to approve the proposal was made by K. Weiss—seconded by E. Jones. The proposal passed and compensation for M. Copeland was approved at a maximum of 40 hours at the non-instructional rate.

Supplemental instruction was discussed. The committee decided to offer a modified version of the supplemental instruction model to faculty for implementation in the fall, 2013, semester. An application with a rubric needs to be developed. Activities for the supplemental instruction need to be focused on basic skills tasks. P. Ferri-Milligan will develop the materials.

Training for supplemental instruction will be held in Kansas at the beginning of August, 2013. K. Weiss motioned that the committee send two faculty members to the training—at a maximum cost of \$3,000 each. The motion was seconded by N. Sogomonian. The motion was passed.

After discussion, an additional motion was made by K. Weiss to approve sending E. Jones and P. Ferri-Milligan to training. The motion was seconded by N. Sogomonian. The motion passed.

H. Kinde reported on the budget and distributed an allocation and planning chart for 2013-14, including projects that have been approved and accommodating supplemental instruction projects. Categories included Writing/Reading Center extended hours, student assessment, advisement and Counseling services, Tumaini, Puente, general tutoring, instructional materials (library databases), professional development. H. Kinde and P. Ferri-Milligan will prepare the reporting document to the state early in the fall semester that contains both the narrative and the proposed budget.