

Basic Skills Committee Meeting
September 10, 2013
2:30 – 3:30

Present: A. Aguilar-Kibutur, A. Avelar, R. Jaramillo, E. Jones, K. Kammer, H. Kinde, R. King, D. Lee, K. Lee, O. McGinnis, R. Powell, N. Sogomonian, J. Smith

Approval of Minutes: A motion to approve the minutes from the April 23, 2013, meeting was made by E. Jones. Seconded by R. Powell. The minutes were approved.

Approval of Minutes: A motion to approve the minutes from the May 14, 2013, meeting was made by E. Jones. Seconded by N. Sogomonian. The minutes were approved.

H. Kinde reported on the Basic Skills Budget Allocations. Site 15 and site 31 allocations for 2013-14 include: \$14,000 for Program and Curriculum Planning and Development, \$10,060 for Student Assessment, \$33,000 for Advisement and Counseling Services, \$70,056 for Supplemental Instruction and Tutoring, \$4,897 for Instructional Materials and Equipment, \$10,000 for Professional Development. Available funds for future 2013-14 projects are \$34,730. The 2014-15 anticipated funding is \$92,501.

Planning for this year was discussed. The committee is interested in calling for individual and group proposals for new projects. P. Milligan will send the committee last year's proposal form to review. Updates to the form will be discussed at the September 24 meeting. At that time the committee will address the submission timeline for these proposals.

P. Milligan reported on the progress that was being made on the Supplemental Instruction cohort. Ten faculty members (from English, Reading, Automotive, Music, Modern Languages) and ten students were sent to the Board for approval. The cohort will begin training on October 11 and continue the project through the end of the semester. E. Jones and P. Milligan will conduct the training. O. McGinnis addressed the importance of having counselor involvement in the project. The possibility that Supplemental Instruction eventually be institutionalized on campus was discussed.

R. Powell expressed his concern that students in online courses would benefit from additional writing resources being available to them as they enter Blackboard. The new Library databases were discussed as a possible resource.

The long-range, measureable outcomes were distributed to the committee to review for this year's projects. Identifying the changing needs of basic skills students on campus continues to be a focus for the committee. Prioritizing projects new projects for this year was discussed. Supplemental Instruction for ESL, learning communities, and individual/group projects initiated by faculty and staff was prioritized. P. Milligan will email last year's project proposal form to committee members, and it will be reviewed and revised at the next meeting.