

Basic Skills Committee Meeting
Tuesday, September 24, 2013
2:30 – 3:30 p.m.

Present: Amy Avelar, P. Ferri-Milligan, E. Jones, K. Kamner, H. Kinde, Rose King, D. Lee, K. Lee, O. McGinnis, J. Smith, N. Sogomonian, K. Weiss.

Approval of Minutes: A motion was made by O. McGinnis to approve the minutes from the September 10, 2013, meeting. Seconded by E. Jones. The minutes were approved.

Proposal: K. Weiss reported on a proposal that was submitted for G. Curasi. The college offers one non-credit basic skills course in the community for ESL students. This year, the registration barriers were noticeable. Because the process is online, is a long and text-based process, and currently requires a 7-8th grade reading level to complete, some of the ESL students could not apply. An assessment barrier also exists. The matriculation process does not assess ESL at the lowest level. Gina Curasi, Counselor, attended the first day of the class to assist with registering the students. There were 25 students, and it took approximately 6-8 hours to walk them through the application/registration process—essentially providing a modified orientation. 15 hours of time at the non-instruction rate was requested for G. Curasi to develop and deliver three workshops in the spring, 2013, semester and to work with the students on the first day of class in the spring.

A motion was made by O. McGinnis to approve 15 hours of time at the non-instruction rate. Seconded by J. Smith. The proposal was approved with one abstention.

Budget: H. Kinde reported on the final budget for the year-end-report. After discussion, a modification was made. O. McGinnis moved to approve the budget with the correction. Seconded by K. Weiss. The budget was approved with the correction. H. Kinde will make the revision and bring the revised budget to the next meeting.

Basic Skills Progress Tracker: J. Smith reported on the basic skills progress and distributed the Basic Skills Progress Tracker Cohort Analysis that will accompany the end-of-the-year report. The narrative summary of that report follows: Success rates increase dramatically with every incremental increase in preparation, nearly doubling with every course closer to transfer level. The higher the placement, the greater the chances of successfully completing transfer level courses. Although, the analysis last year tracked students over a five-year period, the results were very similar in this regard. One area that shows increases in success between the 2008 and 2010 cohorts is in Math, one level and three levels below transfer. The largest drop was the students who started the English, one level below. Finally, no ESL students three levels below transfer in the 2010 cohort successfully completed a transfer level English writing course. One student at this level completed the course in the 2008 cohort. Since last year, the campus has initiated pre-assessment workshops and seminars to help students raise their assessment test scores and place closer to transfer level courses. Early data suggests that it is benefitting students.

Project Proposals: The committee discussed the project proposal process for individual and group projects. P. Ferri-Milligan will send out the call for spring projects by October 18 so that the committee can review them in November. The previous application form was reviewed by the committee. Suggestions were made that the response boxes be expandable and that a section for “additional information” be included. The changes will be made before the application is distributed.