

**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES**

**Wednesday, May 19, 2010
4:30 p.m.
English Conference Room
Room 2780F**

Present	Kseniya Kareva		Visitors
Kathleen Dorantes	Sotero Alvarado		none
Frank Rapp	Betsy Riehle		
Norma Nunez	Lianna Zhao		

Absent	Leticia Pastrana	Deirdre Rowley	Recorder
Allyn Leon	Kathy Berry	Angie Ruiz	Martha Navarro
Ed Scheuerell	Eric Lehtonen	David Zielinski	
Patti Biley	Robert Baukholt		
Frances Beope	Sydney Rice		

I. Approval of Minutes

The meeting was called to order at 4:35pm in room 2780F. Minutes of May 5, 2010 were approved as corrected.

II. Old Business

1. Membership-Frank read the names of the proposed voting members. The members agreed that nine voting members is an appropriate number. The proposed list will be presented to Kevin White so he can add as an action item on the Academic Senate agenda.

2. Staff Development-Frank stated that the Staff Development Committee is being brought back by Human Resources. David Zielinski, Travis Gregory, Ted Ceasar and Frank met to discuss ways to make staff development days more positive.

III. New Business

1. Fall 2010 Student Completion Study-Frank shared with the members brief information on the Basic Skills meeting he attended on May 7th. He stated that the kenote speaker discussed student completion and retention and presented a power point presentation on knowledge, motivation and organization. Frank asked the members to consider ideas on what can be done to increase student completion rates. Kseniya asked if the Personal Development classes help students. Norma stated that it is not a required course. She added that only two PD class are offered during the fall with a cap of forty students each. Betsy suggested finding people who have good strategies and have them come to the college to teach those strategies and integrate them in class. Frank stated that the Regional Coordinator, Lisa Brewster, may visit our college in the fall. Frank would like to get data on students who drop out of college. He said he would talk to Gloria Carmona to see if it's possible to collect data on this issue. Norma said that this type of data can be obtained through Dawn Chun. Norma shared with the members a study she conducted a few years ago that involved students who drop out of college. They study involved calling the student after dropping out of college. Kseniya's concern with that idea is who would be making the calls. Kathleen suggested when students drop themselves through Webstar, they should select a

reason for dropping. "Kseniya added to make it a mandatory question in Webstar. Sotero suggested doing a survey over the phone.

2. Final 2009/2010 Meeting-Frank notified the members that June 2 is the last Basic Skills meeting for the 2009/2010 academic year. The members suggested a different date for the Basic Skills meetings in 2010-2011. They suggested meeting every second and fourth Monday.

IV. Other

Kathleen asked Frank if it's not too late to add a linked class to the fall schedule. Kathleen shared her idea of linking English 59 with English 98. Frank notified Kathleen that because it's a pilot program, there shouldn't be a problem adding it to the fall schedule.

Kathy asked Frank to notify the members that there are articles on Basic Skills in the Nade Digest. They are welcome to borrow it. Kathleen briefly shared with the members that the Nade Conference is going to be held in January 2011 in Washington. She stated that for her it has been the best thing in Basic Skills. She asked Frank if they can get something started so they can all attend. Frank replied that he could look into it but that the funding for next year would affect any such decision.

V. Adjournment

The meeting was adjourned at 5:25pm. The Basic Skills committee will meet again on June 2nd at 4:30p.m.