

**Foundational Skills Committee Meeting Minutes  
Monday, March 16, 2009**

**Present:** Tatyana Bartholomew, Jane DiLucchio, Kathy Flynn, Brenda Jones, Ed Karpp, Dana Nartea, Amir Nour, Ellen Oppenberg, Rick Perez, Hasmik Sarkissian, Peter Stathis, Zepiour Shabani, Ani Shaboyan, Monette Tiernan, Pat Zayas

**Absent:** Martin Avakian, Dawn Lindsay, Ron Nakasone, Jeanette Stirdivant, Terrence Yu

The meeting was called to order at 2:30 PM.

**MSC (Zayas/Tiernan)** to approve minutes of Feb 23, 2009 meeting.  
Everyone joined in to thank Hasmik for her attention to the committee and her unfaltering support.

**Coordinator Update**

- Met with Shant Shahoian and Brenda Jones regarding improving early academic alert system by Dr. Halberg to be piloted in the fall. Dr. Perez endorsed ideas of either purchasing the program or using components from it to improve our current system.
- Continued going to English classes
- Met with Bill Shamhart to discuss staff development ideas.
- Met with Ron Nakasone to produce mid year report
- Met with Piper Rooney, Brian McDonald regarding adjunct ESL/English faculty
- Met with Jewel Price and Jeanette Stirdivant to secure counseling assistance for Basic Skills
- In discussion with Monette Tiernan about offering an English "Repeater's" class

**Project Expenditures**

- Amir explained Faculty Release Time to be deducted at the end of the semester.
- Pot 1 and Pot 2 to be expended by June 30, 2009.
- Garfield Project not exclusively for Developmental Skills Lab
- Pot 2 went for classroom upgrades. Amir to talk to Reed Anderson about which classes have been upgraded. According to Peter Stathis the math classrooms have been done.
- Pot 3 needs to be spent by June 30, 2010
- Ellen mentioned that most of the current projects have been showing progress.

**BSI Pot 4**

Emphasis has been placed on Professional Development: to make faculty more familiar with various teaching methods, pedagogy. Ellen suggested refunding projects that directly hit out action plan and have shown success.

**Faculty Buy-In Attending BSI Conference/Meetings**

Peter recommended that info be distributed to faculty division chairs ASAP. Bring scheduled of BSI workshops/meetings to Committee and they will disseminate.

**RFP**

- Passed out draft to the Committee to look at for suggestions. Peter combined his ideas with Steve White's form from 2006. Changes and recommendations made including new requirement to attend at least 1 workshop and disseminate info to colleagues. Proposals due April 30, 2009.
- Ellen's workshop dates for RFP are set for March 31 at 12PM, April 1 at 4PM, and April 8 at 12PM.
- **MSC (Jones/Perez)** to require all new and existing proposals that have already been funded and are requesting new money, all should fill out a new RFP.

**BSI Website**

- Website is available to students and faculty/staff. Suggestions and changes send to Dana Nartea. Ideas of promoting website on GCC home page.
- [www.glendale.edu/bsiconnections/](http://www.glendale.edu/bsiconnections/)

**Budget Proposal**

- Proposal for locking down level 3 classroom equipment for all classrooms total \$669.80.
- **MSC (Flynn/Oppenberg)** to spend money left in Pot 2 on locks for level 3 classrooms.

Meeting adjourned at 4:05 PM

Next meeting scheduled for April 20<sup>th</sup> 2:30-4:00 PM

Recorded and transcribed by Zepiour Shabani