

Foundational Skills Committee Meeting Minutes
Monday, February 23, 2009
2:30 PM – SR 328

ADOPTED

Present: Jane DiLucchio, Kathy Flynn, Brenda Jones, Ed Karpp, Ron Nakasone, Ellen Oppenberg, Rick Perez, Hasmik Sarkissian, Peter Stathis, Jeanette Stirdivant, Monette Tiernan, Terrence Yu, Pat Zayas

Absent: Martin Arzoumanians, Tatyana Bartholomew, Dawn Lindsay, Dana Nartea, Christine Shirvanian

Guest: Joy Cook

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

- **MSC (Flynn/Stirdivant)** to approve minutes of January 26, 2009 meeting with minor corrections.

Standing Reports

- Basic Skills Coordinator: Ellen Oppenberg reported that she:
 - has visited 12 English classes and has talked to students about their needs and has explained the ways the students can get help passing their classes;
 - is interested in writing a new class for students who repeat English 181 and English 191;
 - attended the BSI Integration Workshop at Ventura Community College in February;
 - will attend the Academic Senate Workshop on Integrating BSI and CTE in March;
 - has contacted disabled students' counselors who will be in servicing with the instructors having deaf students to assist such students with writing and other needs;
 - has been orchestrating Think Tank and advisory groups to monitor students' progress;
 - said that Mark Maier and Sarah Mclemore were awarded the Hewlett Grant to get the FIG (Faculty Inquiry Group) and FIN (Faculty Inquiry Network) up and running on campus. FIG and FIN is a cross discipline program and involves faculty visiting each other's classes to see demo lessons and interview students about how the course concepts are being taught;
 - has interviewed a few applicants for clerical support. It has been approved for the Basic Skills coordinator to have 900 hours clerical help in a fiscal year. SF 100Q has been allocated to the Basic Skills Program.
- Research and Planning: Terrence Yu presented charts on enrollments retention, and success in ESL courses. The group discussed the retention and success rate of students in those classes. Kathy Flynn discussed need for additional FTEF for ESL. The group recommended that the issue be taken to the Enrollment Management group for discussion.

Old Business

- Travel/Conference request form has been completed and implemented. Electronic copy will be sent to the group.
- Peter Stathis will revise the RFP for 2008-2009 based on the changes suggested and discussed at the previous meeting and will send it out to the committee electronically. Ellen Oppenberg will conduct workshops regarding the basic skills plan that was submitted to the Chancellor's office for people who are interested in applying for BSI funds for 2009-10.
- A website for BSI which includes the Travel Request form, RFP, and BSI Plan needs to be created but there are no staff available to do so. It was suggested that a stipend be paid to Dana Nartea for developing a BSI website. Jane Di Lucchio will follow this up.
- Joy and Terence met and reviewed the funded projects listed in the action plan. They presented their list to the group. It was requested that they create a report showing the gaps between the projects we have already funded and the plan submitted to the Chancellor's Office.

Foundational Skills Minutes

- The group discussed the SSFI (Student Success Factors Index). For the moment, rather than purchasing this product, Ellen Oppenberg will meet with Shant Shahoian and Rick Perez to discuss ways to modify the college's existing new early alert system.

Meeting adjourned at 4:00 PM.

Next meeting will be on Monday, March 16 2:30 to 4:00 in PCR.

Recorded and transcribed by Hasmik Sarkissian