

Foundational Skills Committee Meeting Minutes
Monday, January 26, 2009
2:30 PM - PCR – AD 121

ADOPTED

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

Absent: Martin Arzoumanians, Christine Shirvanian

Guest: Joy Cook, Ron Harlan, Jewel Price

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

- **MSC (Di Lucchio/Tiernan)** to approve minutes of December 8, 2008 meeting.
- Jane Di Lucchio introduced Brenda Jones as a replacement for Linda Winters.

Standing Reports

- Basic Skills Coordinator report: Ellen Oppenberg discussed the need for a clerical support. Rick Perez will contact Vicki Nicholson regarding this issue. Ellen has been recruiting volunteers (retired instructors and college graduates) to work with instructors in the English classes in order to help students and push up the passing rates. She will be contacting students who didn't pass English classes last semester to make sure they retake their classes. She will be working with Ron Nakasone to prepare a mid year report on basic skills funds and expenditures from 2005 to present.
- Terrence Yu presented charts on enrollments retention, and success in foundational math and English courses. The group discussed the retention and success rate of students in those classes.

Old Business

- Appointment of BSI Coordinator. Jane Di Lucchio reported that the released time position for the Basic Skills Coordinator was reviewed by the RTEP committee and was forwarded to HR for the hiring process. After interviewing the applicants, Ellen Oppenberg was awarded the position, and she will be the official BSI coordinator for two and half years starting spring 2009. It was also mentioned that all RTE positions are being reviewed annually and adjustments can be made if needed.
- Proposed 2008-2009 Budget Adjustment Request Form and Cover Sheet. The proposed form was reviewed by members and it was recommended that:
 - Due date be indicated on the memo
 - The division chair or area dean's signature be changed to division chair or immediate supervisor's signature.**MSC (Stathis/Flynn)** to approve the proposed form with the suggested changes. It was also recommended that the form be available online.
- Dana Nartea is working on developing an online travel/conference request form.
- RFP for 2008-2009. The group reviewed and discussed the request for proposal form presented by Peter Stathis and recommended that account number, time line, name of proposer and area, name of project director, and release time cost be added to the form.
- Proposed adoption of SSFI (Student Success Factors Index) will be discussed at the next meeting.

New Business

- Dana Nartea will work on developing BSI website.

- Directly/indirectly benefiting students. Jeanette Stirdivant suggested that the committee identifies the projects that directly benefit students and consider them a higher priority than the ones indirectly benefiting students. Ellen, Joy, and Jeanette will review the current projects for prioritization and will bring their inputs to the next meeting.
- Expenditure of funds for ESL classes. Kathy Flynn discussed the need to offer more credit ESL classes in fall 2009 and requested that those classes be funded through basic skills funds. Discussion ensued.

MSC (Stirdivant/Perez) not to use BSI funds to reinstate the credit ESL cuts for fall 2009. 2 nays.

Expenditure of Funds for Replacement Computers. Rick Perez discussed the need for replacement of instructor station computers in four classrooms. **MSC (Perez/Stirdivant)** to allocate about \$4,000 out of Basic Skills pot 2 funds to purchase four new computers. If pot 2 money has been fully allocated to other expenses, or it is insufficient to cover cost of four computers, this issue will be brought back to the committee for further discussion.

Meeting adjourned at 4:05 PM.

Next meeting will be on Monday, February 23, 2009 from 2:30 to 4:00.

Recorded and transcribed by Hasmik Sarkissian