

## CSM BASIC SKILLS INITIATIVE COMMITTEE FEB. 27, 2012 2:30-4 pm meeting notes

Members Present: James Carranza and Henry Villareal, co-chairs

Sylvia Aguirre	Lloyd Davis	Kathy Diamond	Jennifer Mendoza
Harry Nishanian	Krystal Romero	Ruth Turner	Carol Wills

Kristi Ridgway and Chris Rico are working on streamlining the **placement test** process, so students take the right test. They are creating an online survey. Area high schools phase students out of their ESL programs who are still ESL students by our standards. Many CSM students do not realize that ESL 400 can be more useful than English 828 or 838, and that both the ESL and English sequences bring students to the same place.

Three **adult schools** in the county, Jefferson Adult Education in Daly City, San Mateo Adult School next to San Mateo High School, and Sequoia Adult School in Menlo Park, collaborate with Skyline, CSM, and Canada respectively. Amy Sobel delivered a report by email on various related activities.

**Summer Bridge Academy** is two weeks in late July / early August during which students get connected and get their textbooks. Lorena del Mundo created a new CRER course for it. James will meet with Alex Guiriba and Steve Morehouse, and with counselors on 3/1. Lorena del Mundo has taken a position elsewhere so we have lost our BSI coordinator. We can seek a new one, or work with what we have.

Henry and James are working on the **Two Year Teaching and Learning** program for new tenure-track faculty. Lena Feinman is working on the Math Supplemental Instructor project. Connection Sections and Student Connections need work. We can get reassigned time for one six unit or two three unit professional development coordinators. We have innovative projects in progress, so rather than using reassigned time for innovation, let's put our resources into support for faculty who want to do projects. We need to assess current programs. For example we need to hear from Lena. Six units is a lot of time for a coordinator position. In how many activities would coordinators be involved? Look at funding and at project effectiveness.

In Fall 11 we did OnCourse. Kathleen Gabriel was a guest speaker. Promote activities from within divisions. We had a spring speaker (Tento) and iFIG activity (focus on teaching). The more interdisciplinary projects, the better. Three types of activities:

- 1) offer one-time events, e.g. speakers.
- 2) encourage faculty to apply for professional development.
- 3) plan longer-term projects like IFIG.

We have long- and short-term professional development, e.g. Rob Kommas' project.

Lots of our programs are not institutionalized. Which current projects are sustainable? We want a coordinator to bring in speakers and keep the focus on Basic Skills. BSI should serve the broader community with non-specific BSI funds. The coordinator would make sure projects are implemented and reported on. We could ask departments for their issues and build a workshop around them. We should take recommendations to Governing Council. Make program reviews more faculty-oriented. BSI could offer help based on needs described in program reviews.

We could have a three-unit BSI professional development coordinator, using existing long- and short-term forms. Call it professional enrichment. There is precedent for three-unit coordinators.

We now have a full-time learning center coordinator, which the college will fund after BSI pays half for two years. Can we redefine the three units we get but have not been using? Let's use flex days for professional development, not administrative work. Let the coordinator do college-wide events. We could lay out our expectations and ask for ideas.

In the two year teaching and learning program, new faculty members get to attend three conferences. Sabbaticals are treated as 15 unit long term leaves. When we do not spend all the money we get, we can keep a percentage, but the excess of regular professional development goes back to the district.

Coordinators can help draft Measure G proposals and organize staff activities. CSEA people, who are the front line for students, need professional development support. Their funds are more limited.

We should ask the college to reassign the three units. The position should start in Fall 2012. Governing Council will discuss uses of Measure G funds. By the end of this semester, identify two three-unit coordinators for Professional Development, one BSI-specific, one general.

**Notes on the whiteboard** from our discussion:

Interdisciplinary  
Get people involved  
Flex Responsibilities  
Consider connections to CSEA/staff

Timeline for Professional Development coordinator:  
3/2 Henry and James pitch it to IPCT  
3/16 Seek IPC approval  
3/19 BPC consideration  
3/20 Send out announcement with job description

Duties:  
Share project and teaching ideas  
Make Professional Development accessible  
Help with proposals and grants (e.g. Measure G, Innovation Grants)  
Work with new faculty  
Visit departments and divisions  
Work with faculty to utilize campus professional development resources  
Collaborate with staff leadership to organize staff activities

Have two coordinators – one specific, one general  
Math/Science people favor having two coordinators to provide different perspectives and continuity.

Henry proposed a brown bag luncheon series in the SoTL Center on BSI initiatives. For example, Lena Feinman could present Math Boost and people with Trustees Grants could share what they are doing.

**Ways to build buy-in:** Be strategic on when activities take place. Flex days early in the semester are better. Don't start a semester without inspiration on opening day. The Senate will take over fall flex days. Have the coordinator visit departments and divisions asking people to apply for professional development. There are pockets of money that people don't know about.

**Full-time positions** have been announced for Chemistry, AOJ, Counseling (Puente/general split 50-50), and a Librarian. Michele Alaniz went to CCSF.

**Project requests.** The **Southern California University Tour** was funded last year and a request is in from EOPS to repeat it this year. Students would visit UC Riverside, UCSB, CSULB, UC Irvine, and maybe Cal Poly SLO. Henry said the college can fill the funding gap, but EOPS should be sure to look at other funding sources.

The trip will be for three or four days during Spring break. Students are doing some fundraising, mostly about \$500 for snacks and drinks. The full cost is about \$10,000, including \$4720 for the bus and \$3300 (2 nights) or \$5000 (3 nights) for 20 hotel rooms. The students are asking us for \$5000. Consensus was for BSI to provide \$5000 in support for transportation and housing.

Jennifer Mendoza gave an update on the search for an **LC Coordinator**, a CSEA position. If an internal applicant is accepted, the position should be filled by the end of March. Otherwise the search will go external, with someone in place by the end of April. The Coordinator will do student success initiatives including Summer Bridge Academy, the mentor program, Math Boost when that goes to the LC, and day-to-day tutorial scheduling. Min quals include a bachelor's degree in a discipline taught at CSM, experience in learning environments, development and theory. We need someone comfortable with implementation. An LC instructional aide is assisting with the honors program.

Two positions – 30 % staff support for the honors program and a half-time instructional aide for the Learning Center – were combined into one full-time position, supported in part by the college and housed in the LC. This builds in connections between the LC and other campus programs. In the past 27 days, 1500 unduplicated students used the LC. The LC will have a mid-afternoon open house Feb. 29.

Jennifer Mendoza helped on professional development grants (basic skills plans, success rates.) We have been invited to breakout sessions on habits of mind at a free event in San Mateo, unfortunately scheduled on our March 9 flex day. Jennifer will attend the afternoon session. Maybe CSM could host such an event in the future.

We will stick to our ESL/Basic Skills Action Plan. Institutionalize things like the Summer Bridge Academy. Student Connections and Connection Sections need a BSI coordinator to function. The new LC coordinator might help with them.