

**CSM BASIC SKILLS INITIATIVE COMMITTEE    Nov. 26, 2012    2:30-3:45 pm**  
**meeting notes (Jan. 23 draft)**

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

Sylvia Aguirre	Juanita Alunan	Lloyd Davis (note-taker)	
Kathy Diamond	Jamie Marron	Jon Kitamura	Chris Rico
Krystal Romero	Ruth Turner	Carol Wills	

Jeremy Wallace, BSI Professional Enrichment Coordinator (starting Spring 2013)

Guests from Language Arts: Daniel Keller    Allison Herman    Kimberly Escamilla

**UPDATES** Daniel Keller, Allison Herman, and Kimberly Escamilla discussed their request for BSI funds for their ongoing project, **Enhancement of the English 800 Lab with Reading Instruction**. The project includes assessing needs of English department faculty regarding reading abilities and skills, and determining what type of activities are most valuable and what should be implemented in the writing center. They also seek to create a platform for the activities to be sure they are accessible to students, both in the center and on line, connect writing center activities to the classroom, and not duplicate the work of the reading center. The library has some such activities, but the people who created them are no longer there.

They are building a WebAccess base for exercises and quizzes, with access to students and instructors. Students can generate work to be used in classrooms if teachers want it. Activities include mind mapping, paraphrasing, using graphic organizers, annotating, and having students generate questions for discussion. They want to develop a simple format, paper or web-based, with easily accessible results. They met with Greg Lagang in the writing center to be sure the extra load was not burdensome.

They hope to have activities up by the end of this week, and to get faculty and student feedback (including using iClickers). Jamie Marron reminded them of the importance of interacting with the reading department for its expertise and feedback. By the end of this semester they hope for feedback on the exercises, and to implement beginning activities. It will take a while to refine instructions and redo forms, e.g. for students to log hours. They hope to launch in spring with active participation by instructors and students, to see how useful activities are and to change or delete what is not valuable. Although most of the work will be finished next semester, continual change is required. The initiative has a BSI grant for this semester. After BSI funding is exhausted, the co-leads will tweak it and use focus groups.

The reading and ESL centers have a lot on WebAccess. They want to find out what students think of the activities. There should be exit quizzes to verify activities were done and to give credit, especially if done online. Students complete a note taking grid or graphic organizer, downloadable and printable so they can take it to class. Peer activities include tellbacks with other students or small groups. A writing center person would have to sign off, for a paper trail, and there would be a simple exit activity. Activities can be group-based. Allison and Kimberly will meet with Carol and Jamie.

After Spring 13 the Writing Center should cover the funding. English 838 is covered, but has no tutorials for reading. Carol has four years of material on WebAccess. The co-leads can follow up

on needed tweaks. Surveys can be used to assess the program. What students think of tutorials is part of program review.

Getting it up and running is key. Once up, it runs smoothly. They hope to attract 828 students, for whom assignments not linked to what they're currently reading are a challenge. A goal is to have tools like mind maps available, both printable and web-based. People can meet with Carolyn Fiori about accessibility tools. She is on campus Tuesdays and Wednesdays. Online resources serve the needs of working students. Krystal called for supporting them if they need more time to get it right. We want things not previously funded to be fully developed.

Points in discussion: There are resources in the LC as well as in the writing center. Keep track of the numbers of users from different classes. Connect with faculty who are helping students use tools. Revise the proposal to stipulate a meeting of all 828 teachers at the start of the semester to brief faculty on what's available, and to get feedback from 828 teachers at the end of the semester. Carol asked that she and Jamie be brought in to the initial meeting and one or two follow-ups. In summary, get buy-in from English 828 faculty, verify students are actually using it, and at the end of the semester determine what did and did not work, from each instructor's point of view.

MSU to approve the motion with those conditions added:

- Meet with Carol and Jamie, with follow-up during the semester

- Note the numbers of students using the resource

- Have early orientation and end of semester assessment with English 828 faculty.

**WELCOME AND CONVERSATION WITH JERAMY WALLACE**, BSI Professional Enrichment Co-coordinator starting Spring 2013. Jeramy has a degree in biology, teaches literature at Foothill and CSM, and is a 2012-2013 Stanford Human Rights Educator Fellow. He works with instructors in areas including biology, DSPS, EOPS, and counseling, and has been active in the Voices of a Stranger learning community.

Theresa Martin will be the SoTL Professional Enrichment Co-coordinator, for the transfer area, starting in Fall 2013. She is doing Reading Apprenticeship (RA), a BSI project which is an extension of a BSI initiative.

As a group we will think of things Jeramy can do as coordinator, make plans for spring, and launch the kickoff for fall.

Carol led discussion of an RA flex day activity, Friday Jan. 11, 8:30-2:30, with lunch. There will be a speaker from 3CSN, and current users of RA will share their experiences, to help people interested in using it for their own classes. A session with instructional aides from labs and centers would be useful.

Kathy will forward today's email about the RA flex activity to Math/Science and to James for wider distribution. James will announce it at Governing Council. 3csn requires us to offer it to the whole community, but we can announce it to our campus first.

Jeramy – Stanford has a grant from the U.S. Department of Education for human rights curricula for any classes. Four of the nine Educator Fellows in the Program on Human Rights are multimedia people. The Fellows will be creating activities for courses through the end of June.

**BSI BUDGET** Henry Villareal gave a breakdown of the allocation of its \$90,000, including \$5000 each for the professional enrichment coordinators, for Learning Center projects, and for supplies, and funding for Summer Bridge, Math Supplementary Instruction, the Reading Project we approved at this meeting, the teaching and learning faculty professional development fund, student assistant Precilla del Rosario, and the Spring 2013 EOPS college tour. In addition there is \$27,000 in a holding account for future allocations. Jeremy may bring events to campus.

Henry explained we are using 2011-12 funds to pay Learning Center Coordinator Ron Andrade. We will be using current funds after next year. \$27K is for new projects, but we must use it by June 2013. Possible uses include conferences, Reading Apprenticeship, books for the library, enhancements for the reading lab such as tutoring software, EOPS materials and supplies, bringing speakers Jeremy or others identify to campus, and supporting other committees.

**FLEX DAY** ASGC has discussed the March 8, 2013 flex day. Ideas include SLO work and ePortfolios. Members discussed having a two-hour BSI luncheon, perhaps 11:30-1:30, to introduce Jeremy and Theresa, with an outside speaker. Consensus was to have a 40 minute talk, plus 20 minutes of Q&A, and to conduct a survey to learn what people want to know about. Another suggestion was a free lunch like Charlene provides for Math/Science division meetings. Some faculty members will want to work on program reviews, which are due March 25

Henry suggested Laura Rendon, chair of the Department of Educational leadership and Policy Studies at the University of Texas San Antonio. She is a pioneer in community college research, especially on success rates of Hispanics and other students of color. She wrote a paper on validation theory - improving student success by validating them and knowing them by name.

Points in discussion: Come up with a sexy title, but give people what they want: five things they can walk out with and use right away.

**RFP AND TWO-YEAR TEACHING AND LEARNING PROGRAM** James will post updated RFP information on <http://collegeofsanmateo.edu/bsi/rfp.asp>

The Committee approved changing the name of the Two Year Teaching and Learning Program for new faculty to the **Community College Teaching and Learning Project**, since most students take more than two years. The Committee also approved related changes in the description of the program. The project has funding to help new faculty attend three conferences focused on teaching and learning, as opposed to their discipline subject matter, in their first four years. Faculty new this fall are eligible but only Lorena has applied this year.

Sylvia announced a workshop Friday at 1 pm for AB540 (California Dream Act) students, about eligibility for Fall 2013 Cal Grants.

James is staying on as faculty co-chair for Spring 2013. We will continue meeting fourth Mondays, with the same membership. Our next meeting is on Monday, January 28, 2013.