

**CSM BASIC SKILLS INITIATIVE COMMITTEE    Aug. 27, 2012    2:40-4:10 pm  
meeting notes (Oct. 22 draft)**

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

Juanita Alunan	Lloyd Davis (note-taker)	Kathy Diamond
Jamie Marron	Chris Rico	Krystal Romero
Brandon Smith	Carol Wills	Precilla Del Rosario, student assistant

**UPDATES** Isabel Anderson took a full-time position at Solano CC. A search is under way for a replacement to work with Allison Herman on the writing center proposal. Lucia Olson took a full-time Puente position at Mission College. Teresa Morris and Kathy Diamond gave an intensive presentation on the Reading Apprenticeship program, and several instructors are piloting its use. Jamie Marron and Roger Perez will work on a proposal for Connect to College.

**ACTION PLAN** An action plan is due to the state in October. It will focus on maintaining projects we have, and put more emphasis on professional enrichment and coordinators. We will look at the job descriptions for basic skill and transfer co-coordinators.

**CO-CHAIR** We need to identify an instructional faculty member to replace James as co-chair in 2013, preferably in spring. James would like to do projects, not coordinate and organize them. Henry will work out the reassigned time (now two units) based on which tasks the new co-chair takes on. We will talk as a college about IPC's call for more turnover on committees.

BSI seed money provides half the pay for Ron Andrade's position for at least two years. If necessary we can discuss continuing that support. Projects focused on basic skills, can be funded by BSI. The SoTL budget supports faculty not in basic skills. Current BSI projects include Summer Bridge (which involves the reading department), student mentoring, two year teaching & learning, math SI. The next step is professional enrichment co-coordinators.

Points in discussion of the action plan: There is also a narrative on how it fits in the goals of the institution. Can we add a row about the two positions, and mention the fact that it's a two year program? See our description for measurable outcomes. Our report would include only the basic skills position. Math/Science decided to do RA in house, but it started here and we want to support it. It is at least as much of a project as math SI, and it will go into our next report. We need to review what we are reporting on from last year, and our plans for next year. BSI asked ASGC to support the two co-coordinators. James also took the issue to IPC and BPC, and all groups approved. Objectives for coordinators are bullet points on the April 3 memo.

James will work out the language. Points in discussion: The description suggests some BSI and transfer activities will be combined, but in what proportion? There should be two separate job descriptions. The coordinators should attend BSI meetings regularly.

The coordinators could go to division meetings as a team, look at program reviews, and encourage and plan professional enrichment activities. The basic skills person could advise people about enrichment opportunities, including professional conferences. The transfer person would need to know about specific disciplines. Both will work with faculty members – BSI course faculty and transfer course faculty – and there should be an all-college focus.

Lyle Gomes' Professional Development Committee is completely separate. It manages use of a \$100,000 fund negotiated by AFT. 'Faculty enrichment' should not be confused with professional development. BSI can host campus events in different ways, and allocate money in different ways. Our professional enrichment coordinators could help.

ASGC names one rep, AFT three, to the Professional Development Committee. James asked them to think about how we can have conferences here. Professional Development does not pay travel or hotel costs.

Possibilities include having an event each semester, including classified staff when appropriate, and hosting an event for instructional aides. Professional enrichment is outreach as well as support. Inform and educate faculty in applying for and utilizing existing resources. Collaborate with the college Professional Development Committee to update and revise the website, so we can post things. Val Tyler will train our BSI student assistant, Priscilla Del Rosario.

Duties of coordinators could include the following: Keep a record of activities and have a faculty person available to various groups. Be responsible for publicizing events on the professional development website. Update and revise information about events. The ASGC website is more central, and the senate's four committees are there. Update and revise information about enrichment activities. Now there is confusion because planning is not centralized. Use the BSI home page or, better, the Academic Senate website as the home page for coordinators, the place to visit here for all professional enrichment activities. Help people put together proposals such as for innovation grants.

The coordinators should work as a team across disciplines in supporting faculty programs and services. Become knowledgeable about off campus professional development events. Develop understanding, become and stay connected, research available basic skills enrichment opportunities (research might include attending conferences.) Decide who goes to which meetings. Be aware of current trends in student success initiatives and professional enrichment. The SoTL person reports to ASGC and the BSI person reports to us.

The BSI coordinator should regularly attend BSI meetings and represent us in the California Community Colleges Success Network (CCCSN) and collaborate with program support services that serve primarily basic skills students.

The SoTL coordinator should identify, assess, support, and analyze departmental faculty enrichment needs. Continue visiting with departments and divisions. Put information into a searchable data base, so coordinators can go directly to faculty who are requesting things. Publicize activities and identify interdisciplinary opportunities.

Major changes are coming to program review. The new forms will be simpler, more direct, and more useful to us and to IPC.

We have a pretty solid draft, and hope to have an announcement in the next month or so. The job description should include 'and other duties as assigned.' We need volunteers to screen applications. We could invite applicants to our meetings this fall, and hope they start in spring.