

**College of San Mateo**  
Basic Skills Initiative Committee Meeting Minutes  
Tuesday, June 30, 2009  
2:30 p.m.

**Present:** Sylvia Aguirre-Alberto; Juanita Alunan; Michael Cardona; Lorena del Mundo; Jon Kitamura; Olena Mykhaylichenko; Lucia Olsen; Chris Rico; Krystal Romero; Danita Scott-Taylor

**Absent:** James Carranza; Jamie Marron; Harry Nishanian; Marsha Ramezane; Carole Wills; Brandon Smith

I. **BSI CO-COORDINATORS:**

- Krystal Romero opened the meeting by welcoming new BSI Co-Coordinator Lorena G. del Mundo. Lorena will work hourly over the summer and begin her 6 unit co-coordinator assignment Fall 2009. Olena Mykhaylichenko introduced and welcomed incoming BSI student assistant Michael Cardona. Olena will transfer to UC Santa Cruz this fall.
- Copies of the **BSI Planning Matrix Update** (October 2008) were disseminated to committee. Discussion took place about what projects are currently underway:
  - 1) Identified and funded basic skills coordinator positions; though not full-time [BSI/VPI/VPSS]
  - 2) Institute peer mentoring program [BSI; Horan; Perez-Vaughn]
  - 3) Create and encourage attendance in workshops that are focused on basic skills development [BSI; co-coordinators]
  - 4) Formalize faculty training in basic skills and developmental education across disciplines and vocational programs[BSI; co-coordinators]
  - 5) Provide opportunities to attend training institutes, seminars, conferences focusing on developmental education and related student services. Contribute collected resources and conduct follow-up workshops or study groups. [BSI; co-coordinators]
  - 6) Offer more faculty workshops focusing on developmental education to enhance curricular coordinator within course levels and across course levels (e.g. all-college hours, faculty retreats). [BSI; co-coordinators]
- The BSI Coordinator position announcement was passed out. Committee discussed shared duties and individual assignments for co-coordinators after reviewing the **Planning Matrix Update**. While specific tasks have been determined for each, coordinators are expected to work collaboratively and cohesively with one another and BSI committee members.
  - Lorena del Mundo will:
    - 1) Take the lead on BSI Interdisciplinary Faculty Inquiry Groups (BIFIG) [with co-chairs]
    - 2) Centralize staff development resources and materials.
    - 3) Research feasibility of a mandatory in-person orientation for basic skills students, offered both day and evening.
    - 4) Conduct college orientation.
  - Lucia Olsen will:
    - 1) Research and develop a 'Summer Institute' and 'First Year Experience' program for basic skills students.
    - 2) Develop newsletter
    - 3) Update website
  - Co-Coordinators will collaborate to:
    - 1) Attend campus division, department, committee and other meetings to promote BSI projects.

- 2) With BSI committee develop on campus BSI training opportunities, resources, brown bag seminars etc.
- 3) Attend conferences, meetings, trainings to further advancement of BSI committee and initiatives at CSM. Facilitate trainings as appropriate.
- 4) Participate in Interdisciplinary Faculty Inquiry Groups (BIFIG).

Other activities suggested by committee includes:

- 1) Hold BSI Office Hours, invite staff and others to meetings [Chris Rico]
  - 2) Present at Opening Day [del Mundo] with activities schedule ready [Krystal Romero]
  - 3) Raise profile of BSI through guest speakers and other experts [Jon Kitamura]; offer Brown Bag presentations [Lucia Olson] and make sure presenters are scheduled so counseling staff (and instructors) can attend—after 2 p.m. [Sylvia Aguirre-Alberto]
  - 4) Talk with Math Department BSI Committee re: additional assessment of BSI students [Krystal Romero]; develop BANNER inquiries to access student information [del Mundo] for students repeating Math 811; Engl 828 or with 'W', 'D' or 'F' grades [Krystal]. Offer imbedded supplemental tutoring and/or instruction [del Mundo; Romero].
- Supplies will be purchased for BSI Coordinators and faculty inquiry groups as needed.
  - Danita and Krystal updated committee on meetings with James re: BIFIG. Danita spoke of importance of this endeavor citing the number of participating faculty, the need to make participating special, seamless, and a good experience to build BSI ambassadors and interest in BSI projects. As six unit co-coordinator, Lorena will oversee project with assistance from co-chairs. All participating committee members are expected to help facilitate their group—paying particular attention to promoting cohesiveness and collaboration. Danita gave the framework for the project including:
    - 1) Participants are responsible for 10 hours of work each semester
    - 2) Participant roles, inquiry topic, meeting dates and times etc. will be reported.
    - 3) Mid-term and semester-end reports required
    - 4) Orientation will be held on different dates/times to review expectations, disseminate materials, and participant self-assessment.
    - 5) Olena shared the cover art for BSI binders, and sought re: resource materials.
 Krystal indicated that groups should hold first meeting before speakers—committee concurred. Lorena will re-vamp forms, secure speakers and solidify logistics before start of fall semester. Lorena informed committee that she plans to telecommute for most of the summer hours.
  - Yuriy Sushko met with Danita Scott-Taylor to review the RFPs process, indicating that he plans to apply for a \$10,000 project grant.

## II. END-OF YEAR EXPENDITURE REPORT WEBINAR

- Danita and Krystal Romero participated in a CCCCCO End-of-Year Expenditure Report Webinar facilitated by Juan Cruz, BSI Program Coordinator. Based on questions, CSM seems to be doing o.k. in terms of spending, planning and implementation.
  - 1) Report due July 30, 2009. The committee is only responsible for the last two reports for installments: 2007-2008 and 2008-2009. Funding for these two years will sunset June 30, 2010. Colleges must identify what has been spent from each year (including encumbrances), what is remaining. Should align with **Planning Matrix Update**.
  - 2) 05/06 and 06/07 reports to be completed by the District (Susan and Helia will handle this). Remaining funds will revert to the state as of July 1, 2009.
  - 3) BSI funding is being treated as a 'categorical program' (protected funding) and as such will be subjected to whatever cuts the categorical programs receive—15-16% currently proposed. Juan recommended spending funds to 'protect' them, though mid-year cuts may not be approved after June 30, 2009.
  - 4) Danita will prepare the report for BSI Committee. Anyone wanting to assist or learn about process may help.

### III. BSI WEBSITE DEVELOPMENT

- Krystal has updated the BSI website, and is willing to continue, but would like direction from committee and co-coordinators on its development. We need to update minutes (not since April). Lucia recommended adding a self-assessment tool, a suggestion from Tim Stringari. Committee thought it was a good idea. Lucia had planned to update site. Please review website and forward suggestions.

### IV. BSI INSTITUTE OFFERINGS

- Jon would like them to be tied into IFIG. Danita verified that is the plan saying the idea is to invite key speakers to do a college wide presentation then specific work with those participating in IFIG. Jon also suggested brown bag workshops and other trainings throughout the year. Juanita agreed saying that it would be nice to have both Professor Tinto and Dr. LeMoine in the fall semester. Danita asked how many speakers the committee would like. Response was at least two a semester. Committee has agreed to the following trainings.
  - 1) Dr. Noma LeMoine – Fall 2009
  - 2) Professor Vincent Tinto – Fall 2009
  - 3) On-Course Training – Spring 2010
  - 4) Mount Sac. Team a possibility – Carole to provide updated information.

### V. CURRENT BSI PROJECTS AND RFPs

- Committee members received list of current BSI projects and RFPs, including which Summary Reports were in and which are due. E-mail reminder was sent to *Math Edge* [Tobener/Nishanian]; a Summary draft has been received for review for *On-Course* from [Aguirre-Alberto]; and Danita will remind other *On-Course* participants to submit report. *Teaching Paradigms, Pedagogies and Basic Skills Students* [del Mundo] was submitted and presented during Spring 2009.

### VI. FUTURE BSI PROJECTS (2009-10)

- Committee discussed and agreed to the following projects for the upcoming year:
  - 1) Summer Bridge
  - 2) First Year Experience
  - 3) Tutorial and Supplemental Instruction
  - 4) Curriculum Development
  - 5) Research

***Next meeting date is Monday, July 13, 2009, 2:00 p.m. in the SoTL, Bldg. 12-170.***