Present: Ann Foster, Julie Muzzatti, Rebecca Fouquette, Gary Allen, Cheryl Dunn, Brian Phifer, Molly Matheson, Mary Kay Rudolph, Connie Gozzarino, Robert Chudnofsky and Geoff Navarro.

1. **Minutes Review:**
   Brian Phifer made a motion to approve minutes, Mary Kay Rudolph seconded.

2. **Announcements:**
   b) Step goal – how are we positioned – what is College Skills, ESL, and Math focusing on – can you get any info already in existence – pull things together, meeting with Robin on April 16th to prepare for a May 9th meeting.
   c) Mary Kay is meeting with Jane and Ricardo regarding funding for next year BSI, areas and amounts. Recommendations on projects, priorities, funding is made by administration next week. She is using this committee’s ideas and recommendations for her proposal. Mary Kay talks to Victor and Ann. Cannot use shotgun approach anymore – we know 40-70% of students are basic skills – we use welcome center and hit the BSI students along with tutorial. Both instances we need to change – tutorial in Petaluma - they permatized hours – now they will align specific tutors for Math, Eng and ESL students. Tutorial is very well supported at state. Cannot fund welcome center any more – we pay for counseling and free up district money to pay for welcome center. 10% to OIR. Connie wants to see control groups – if a class does not see a counselor – what is the feedback? What is KC doing for the money we get? What are research programs for next year that we want KC working on? Gary wants to see us focus on projects that will be funded.
   d) Staff development – we are way ahead on this. How do we reach those folks besides flex hours – how can we compensate adjuncts? State likes that.
   e) SSTF – what is prioritized? What happened to the goal setting we did 2 months ago? Ann will go over what came out of the goal setting – and give to Mary Kay what ideas this committee wants to move forward with. Some goals want better communication – between this group and also other components.
   f) BSI report given to Academic Senate, Mary Kay, Ricardo and Jane. She talked about ESL merger, rationale, process and handbook, teaching learning series, learning communities, research from student surveys, retention, summer smart start, potential for counseling visits, explanation of BSI at SRJC to 3CSN at state level. Some we fund and some are relationships. Eng 306 research in connection with 3CSN focusing on 4 communities of practice are how they are structuring their professional development events. Eng 102 offered in fall, College Skills 372 acceleration offered in fall 2012. Not directly connected to state but we are doing work on this campus. No data in the report but Ann reported verbally to the group. Revised report with data. Ann will send report to BSI committee. 93% retention in 306 vs 79% in all 305 classes. Success after – we don’t know yet. 71% success for 306 vs 60% success in 305. BSI cohort tracking tool will be good – how did they do in 100 and 1A? IT is
not reporting correct information to chancellor’s office for this tool. KC reported that the numbers in tracker tool are correct and they are lower because the tracker tool tracks a student from when they enter a pathway. For instance, if 12 ESL students enter the pathway at ESL 100 in Fall 2012, the tracker tool tracks those students. Datamining is higher but the tool is easier to use. IT is fixing as they find them. Connie visited BSI classes yesterday with a power point presentation, discussed certificate vs. transfer vs major vs GE, time management or financial aid should be available. Ann will send her survey to committee. Connie had 50 minutes and that was ideal to really get to the heart of the questions from students.

g) English instructors have agreed to 3 1-hour visits for the Summer Smart Start English sections and math will have 2 shorter visits during lab time agreements. Now committee needs to get package together for these visits. Maybe for ESL students 3 shorter visits may be easier for them to understand and comprehend. Counseling is pretty impacted in fall with workshops – they want a schedule of when they can go into classes. Robert wants to know if this is happening in Petaluma – for fall it will be voluntary to teach 300 classes -- can ask for counselors to come about planning, time management, or whatever. In spring 2013 classes will be set up on schedule that denotes this section will have counseling visits. Connie is supposed to meet with Marty and Philomena and Lauralyn Larsen to discuss what is being discussed – has not happened yet. What about the idea of videos set up so students can access or teachers can show. Work experience has great videos we can model after – this is short term idea that will have long term effects. Counseling could use adjunct counselors to do videos.

Resolution: Cheryl presented at Academic Senate last week. Mary Kay ran with it, changed the cuts percentages, raised class limit, have wait list.

Cheryl made a video which they started in spring 2011, tutors had an idea of giving a seminar for students to learn about study skills. Can we do a video? Tutors figured out to do activities to teach students – students get a packet (40 attended one session 3 weeks ago).
Cheryl went to Mary Kay to ask for funding – proposal written in January 2012, funded March 2012 to provide training for more tutors, to revise and enhance presentations, to video tape, to create DVDs, conduct class visits, develop procedures and training manual, to create a library of study skills. Possible future goal take to SR tutorial. Cheryl sends out an email to all 500 students and teachers to let them know a seminar is happening this year.

Connie said we need to make sure communication is open and if these videos come to SR and let work experience, health services and other campus resources know.

Ann asked if the students that sign in for these seminars can sign in from what class to track who is attending and what is the success rate? How many are BSI students? We need a mechanism for targeting if BSI students are attending. These seminars work in Petaluma – because they do not have full time. High level students are coming to seminars – psych, bio, in Santa Rosa you could blitz BSI students.
**Basic Skills Committee Goals:**

Need new goals for next semester –

REVISED work assignment: communication and research came out in several areas. A lot of cross over in short, medium and long range goals. Our task is to select one component and review committee goals as well as 2007 goals. Determine direction SRJC should take, write new 5 year goals, sustainability, attainability,

Gary, Victor and Craig said a group of folks from Chabot will come to SRJC to do a workshop – Tom Dewitt and Sean McFarland come today to do a workshop. Acceleration group – Katie Hern from Chabot and Myra Snell from Los Medanos are affiliated with 3CSN and CA Acceleration Project – full year of acceleration, tracking progress, coaching, April 8th of last year. Two men from Chabot were going to come today to BSI meeting and then Victor ended up in interviews. Similar approaches –

Maybe these two guys can come on our next PDA day – Victor is arranging with Tom. Gary says there are lots of people interested in learning about this. If we cannot get it with flex hours, maybe we can do on a BSI meeting day.

Cheryl wanted to know if we can do student success task force on Spring PDA day – maybe this can be arranged for spring 2013. This has hit the ground running and it would be great to run in the spring.

Goal B - support services: set a goal for formalized way of counseling, systematic way to have counseling be part of BSI courses through smart start visits. Cohort tracking follow 300 students. Provide an opportunity for BSI students to enroll in BSI courses in first semester – dist needs to provide enough classes. Scheduling would need to change pre-requisites until SRJC does something drastic with pre-requisites. If District would make commitment to provide enough BSI classes – Eng 305 lack of opportunities.

Each group should email the points to Ann.

Goal C: 1st goal leave as is for now. 2nd goal under C, we have accomplished and modified to make it better. Type of training, variety of formats. SRJC will provide training in basic skills instruction and online for all instructors, incentives will include flex or monetary.

For adjuncts – could be by application. $2,000 put aside, about 20 adjunct could apply. Get word to them through August orientation, and list of adjunct hired last summer. Would submit a letter of interest by deadline, BSI committee would look over.

Gary said for Eng and ESL instructors – the most valuable would be regular morning activities – single most effective way to get standards. Adjuncts need to be paid to do it.

General workshop discipline specific, Eng and ESL, College Skills and Math.

Adjourned at 11:00 - Next meeting May 4, 2012