**Basic Skills Committee**

**Meeting Notes**

**January 22, 2015**

**In attendance:**

Agustin Palacios, Monica Nolasco, Maritza Jackson-Sandoval, Nooshi Borham, Heather Roth, Jason Berner, Najia Azizi, Brandy Gibson, Michelle Lee, Elvia Ornelas-Garcia, Kathleen Donlan, Mayra Padilla

Meeting Started at 2:45pm Location: LA-25

Committee discussed the budget. Questions were raised about the funds allocated to Supplemental Instruction and Counselor services. As of this meeting, there has not been any money spent on these projects. It was agreed that we will continue discussion next meeting.

The committee voted on increasing budget for clerical assistance (Zolayma Martin). Our previous clerical assistant, Sylvia, stopped working. Her duties now had to be taken up by Zolayma.

Nooshi requested to increase funds for ESL Assistant (Adriana Paniagua). There was a discussion on whether SSC should cover some of these expenses. Nooshi pointed out that the ESL Assistant provides much needed services, such as help with student matriculation. The committee discussed the importance of institutionalizing these cost. Nooshi agree to bring this point to Student Success Committee. Nooshi also pointed out that the ESL department had applied for a permanent position; they are still waiting to hear back on college’s decision.

Committee had a presentation by Brandy Gibson, who runs the Student Skills Center. Brandy discussed the work that has been done in tutoring, supplemental instruction, and peer-led team learning. Peer-led Team learning recruits students who have already taken the course to do workshops outside of class. Peer-led team learning is currently being funded by equity funds.

Mayra Padilla, from Student Success Committee, came to our meeting to discuss the work that both committees are doing, and to find ways to collaborate and support each other. Mayra explained the process of centralizing tutoring and its administrative aspects. Mayra suggested that BSI and SCC have joined meetings whenever issues of interest overlap. We need to finalize possible meeting dates.

Counseling (Maritza and Monica) agreed to present next meeting on the work being done by counselors to reach basic skills students.

Meeting adjourned at 4:00.