**Basic Skills Committee**

**Meeting Notes**

**January 21st 2014**

[Approved 2/11/14]

In attendance:

Agustín Palacios, Nooshi Borhan, Heather Roth, Carla Matute, Maritza Jackson-Sandoval, Loraine Zenaba, Gabriela Segade, Kathleen Donlan

Meeting Started at 2:40pm

Minutes from the last meeting were reviewed and approved.

Since Agustín Palacios, the new coordinator, is new to the committee, the committee members introduced some of the BSI projects they are involved, as well as give their perspective of the BSI committee.

Nooshi discussed how all of ESL are coded as basic skills. There is money from BSI that goes to the hiring of ESL tutors, and a student service specialist who helps with outreach, assessment, and registration. Nooshi shared that she had been given some research money to identify and help students with ESL needs in English classes.

Heather has started using supplemental instructor for her 142B class. There was a discussion about the supplemental instructors’ ability to be effective in the classroom, given that these are undergraduate students who had just taken the class. This will be something to keep in mind as we continue supplemental instruction. At the end of the semester there should be a comparison between last semester and this semester to see if there was improvement.

Maritza will take the lead in the “counselors in the classroom” project. This project is still in the planning stage. There is still the question of what exactly counselors will do in the classrooms (workshops, registration, etc.).

Gabriela discussed the shared governance process, and highlighted the need to decide things as a committee, especially in regards to the budget. There should be clear justification for funding of projects, as well as follow up on how the money was spent.

Kathleen shared her interest in acceleration and self-placement. She is looking for models that have worked or that we might need to study.

Agustin shared the budget given to him by Sherry. Since Zolayma, the secretary had been out, there was no updated budget. The committee agreed to discuss the budget at our next meeting.

Meeting ended at 4:00pm