**Basic Skills Committee**

**Meeting Notes**

**March 11th 2014**

[Approved 04/22/14. There was no quorum in our April 08th meeting, so we approved them in our second April meeting. ]

In attendance:

Agustín Palacios, Nooshi Borhan, Heather Roth, Ysrael Condori (student), Gabriela Segade, Kathleen Donlan, Elvia Ornelas-Garcia, Karl Debro, Jason Berner,

Meeting Started at 2:30pm

Minutes from the last meeting were reviewed and approved.

1. Committee updates:

**Counselor visits:**

Nooshi shared that Maritza visited her ESL classroom. She polled the students on the usefulness of the information and shared it with Maritza. Maritza is visiting BSI committee classroom as a trial run for next semester.

**ESL Report and Student Assistant Funding – Nooshi**

Nooshi expressed dissatisfaction by the lack of faculty participation. She emphasized the need to continue the research if we are to get better results. Elvia and Nooshi discussed the need for better diagnostics. As of now, diagnostics do not ask for complex tasks. By the time students or faculty realize that the student is in the wrong class, it might be too late. There was also concerned about those students who pass English 142 and move on to English 1A but are still not ready. Elvia, as new English department chair, will continue the discussion of meeting ESL student needs. Gabriela pointed out that ESL classes have become more rigorous. The ESL program has implemented mentorships for new faculty.

1. Pending and New Items

**Budget Allocation:**

The committee spent most of the meeting discussing the budget. Jason pointed out that the budget needs to be presented to college council in their next meeting so that it could be approved in May. Agustin will email Melody to get into the agenda for college council.

**BSI Committee Mission Statement:**

Karl and Agustin agreed to work on a draft to present at our next committee meeting. Our mission statement will help us guide our decision to fund faculty project proposals. The mission statement will be implemented into our budget allocation process in the future. Elvia will work on simplifying the process for faculty development proposals. It was agreed that at our next meeting we will review our faculty development protocol.

Meeting ended at 4:00pm