**Basic Skills Committee**

**Meeting Notes**

**April 22nd 2014**

In attendance:

Jason Berner, Anoosheh Borhan, Loraine Zenaba (student), Elvia Ornelas-Garcia, Agustin Palacios, Heather Roth, Gabriela Segade

Meeting Started at 2:30pm

Minutes from the last meeting were reviewed and approved.

**Professional Development**

Most of this meeting was devoted to professional development. Committee had a discussion of the purpose and focus of professional development. Conferences should support faculty working with basic skills students. The committee will seek to encourage faculty to attend a variety of conferences, and that these conferences should reflect in some way the needs of the college. In considering which conference grants to fund, the committee will prioritize basic skills faculty, given that they are the ones that directly work with basic sills students. It was also agreed that knowledge gained from conference participation should be shared so that more faculty can benefit. The committee clarified that grants should only be used for registration fees, not travel expenses.

Elvia brought a second draft of the grant proposal form. The committee reviewed and approved the form. Elvia would send the form to Agustin, who would then disseminated to the campus.

Meeting ended at 4:00pm