**Basic Skills Committee**

**Meeting Notes**

**December 15, 2015**

In attendance:

Jason Berner, Kathleen Donlan, Brandy Gibson, Lisa Jones, Terrill Mead, Mayra Padilla, Agustin Palacios, Ashley Patterson, Kelly Ramos, Roth Heather, Gabriela Segade, Julie Skoler, Elisabeth Xiezopolski

Meeting Started at 2:45 p.m. Location: LA-25

**The English department discussed the upcoming Bootcamp.** Heather and Kathleen talked about the English Bootcamp. The English Bootcamp is an attempt by the department to use multiple measures with student placement. The idea is to invite students that did not place into English 1A to attend the Bootcamp so that they can leap into 1A. This is primarily targeting students who placed into the 142A. At the end of the boot camp students might still decide to enroll in English 1B if they are still not ready for English 1A.

**Equity.** Mayra Padilla discussed a proposal to create or expand book loan practices at the college. There is a group of faculty that has started this discussion and will be meeting to come up with a proposal.

**Approved Proposals:**

Jason presented a proposal on behalf of the English department for their upcoming Boot camp. It will take place during the January intersession. The proposal was initially for $3500, but the committee decided to fund the proposal at $5000. The additional funds will cover expenses and a book loan program for the students who successfully complete the boot camp. Terrill and Lisa moved to approved the proposal. The committee voted in favor of the proposal.

Mayra Padilla and Kelly Ramos presented their proposal to fund a “Basic Skills Minority Retention Specialist.” The position will be an 11 month assignment (44 weeks). The salary cost will be $29,409 and the benefit cost will be $4,411. The committee had already began discussing this proposal at an earlier meeting. The committee approved the proposal. Jason and Liz moved to approved the proposal. Committee approved the proposal.

Liz Xiezopolski submitted a proposal to fund the development and implementation of technology workshops for ESL students. The proposal was for $2600. A faculty member will develop curriculum and run the workshops. Students will learn basic computer skills, how to use D2L, checking email, and basic knowledge of PowerPoint and Google. These workshops will be specifically designed to meet the needs of ESL students. Brandy and Gabriela moved to approved the proposal. The committee approved the proposal.

Meeting adjourned at 4:00.