Basic Skills Initiative Committee

Meeting Minutes

9/13/16, 3-4:30pm

Present: Nooshi Borhan, Kathleen Donlan, Brandy Gibson, Lisa Jones, Demetria Lawrence, Ashley Patterson, Heather Roth, Kelly Schelin

1. Meeting notes from 5/17/16 meeting were approved.
2. Nooshi Borhan reported on her meeting with Jason Berner regarding the ‘Adult Ed Block Grant’ & Basic Skills. Kelly Schelin also chimed in about details of the project moving forward. The Basic Skills Committee is going to act as an advisory committee on this project.

The committee reviewed the Adult Education Block Grant Consortium’s Action Plan and chose to focus on Objective 3: Integration & Seamless Transition, with a strong focus on developing structures to facilitate student transition & facilitating assessment of adult school students. Kelly also encouraged the committee to explore curricular options, such as bridge programs.

Kelly introduced Demetria Lawrence, the new transition specialist working with Adult Schools in the area. Kelly informed the committee that we should have some data regarding the breakdown of students at our Adult School by our next meeting. Demetria will bring the data, as well as a list of known challenges for adult students so we can move forward accordingly. There is funding for adjunct faculty to participate on this project and 20% release time opportunity for 2 full-time faculty who may want to spearhead the project for 2016-2017. Heather Roth and Kathleen Donlan, Lisa Jones, and Nooshi Borhan will take this information back to their respective departments to see if the departments are interested in investigating the possibility of creating/offering a bridge class at Adult Schools.

1. Updates on BSI funded projects for Fall 2016 & timeline for reports

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| **Responsible Person[s]** | **Amount funded** | **Project** | **Timeline & reporting** |
| Elvia Ornelas-Garcia & Heather Roth/English | $4,785.00  [Prof. Dev.] | Collaborative/mentoring project | 2 parts: Fall 16 & Spring 17  2 reports will come |
| Elvia Ornelas-Garcia & Heather Roth/English | $6,400  [Prof. Dev.] | Writing conference intervention project | Has already started  Report in Sp 2017 |
| Nooshi Borhan/  ESL | $1,200-1,800  [Research] | Research focusing on students failing ESL classes & devising possible intervention strategies | Still waiting for data from the research office |
| Nooshi Borhan/ ESL | Up to $2000 | Research collaboration with English Department | Attended English Department All-Faculty retreat  Faculty referred students for the collaboration  Report coming by end of Fall 2016 |
| Laila Khan-Winter & Liz Xiezopolski / ESL | $2,600 | Digi-tools workshop for ESL students | Weekly workshops will be offered  Report by Spring 2017 |
| Brandy Gibson | $21,600 + 10,000 rollover from previous cycle | Campus-Wide Tutoring | Funding used for drop-in English/ Math/ ESL students  Report by 6th week of Sp 17 |

1. BSI on P-Drive

Nooshi Borhan showed the committee how to access the Basic Skills folder on the P-Drive. The committee approved the following breakdown of information on the site.

* Public Folders
  + BSI – Summary of Practices
  + Forms
    - BSI Application for Conference Registration Fees
    - BSI Application for funds – General
    - BSI Report form – Funding for Conferences
  + Meeting Minutes
* Private Folders
  + Budget
  + Funding proposals
  + Reports
  + Archive

1. BSI meetings for Fall 2016 – in GE-305

* Tuesday, September 13, 3-4:30pm
* Tuesday, October 11, 3-4:30pm
* Tuesday, November 1, 3-4:30pm
* Tuesday, December 6, 3-4:30pm

Meeting was adjourned at 4:35pm.