**Basic Skills Committee**

**Meeting Notes**

**March 12, 2013**

Helen Kalkstein, Ellen Smith, Sherry Sharufa, Kimm Blackwell, John Gregorian, Jason Berner, Nooshi Borhan, Elvia Ornelas-Garcia, Nooshi Borhan, Karl Debro, Kenyetta Tribble

Students: Dan Hardin, Tomi Balogun

Meeting Started at 2:45pm

We reviewed the minutes from the last meeting.

Sherry presented a PowerPoint created by Barbara Illowsky from the State Chancellors Office. The PowerPoint summarized how funding was used by other colleges and highlighted interventions that seemed to have success. It was encouraging to see that we were in line with other campuses regarding decisions made around funding, and surprising that we shared some common challenges around interventions. (The PowerPoint can be viewed again by going to the minutes on the portal. The PowerPoint will have the same date as the minutes.)

The committee discussed the budget allocation and decided on the following allocation.

BSI Coordinator $12,000

Zolayma (Administrative) $ 3,000

Profession Development $ 5,500

Supplemental Instruction $10,000 (four student instructors)

Umoja Prof. Dev. $ 2,500

Umoja (Activities/support) $ 5,000

Tutoring (Skills Center) $20,000

ESL Tutoring $10,000

ESL Advising $ 6,000

Research $ 6,000

Student Services $10,000

**Total $90,000**

Skills Center tutoring is getting a smaller allocation than previous years with the expectation that the college will contribute to the difference so that the committee can implement other interventions. It has not been determined how much (if any) the college will commit.

Nooshi and Kenyetta will let Sherry know how much money will be needed for ESL services and assessment for the rest of this year since the 2012/2013 funds are getting low.

Supplemental instructors will be placed in three math classes in Fall of 2013 and not English. A fourth class will be identified that has been a historically difficult class, and a supplemental instructor will be supplied. Jason will take the lead on this.

We discussed Umoja and what we thought would be appropriate release time for those involved. Karl Debro said that A’hkila Moore who was the Umoja Coordinator at LMC had 50% release time and that she was putting in a lot of her time. Kimm Blackwell was in agreement with the time required and spoke of her experience with Deraja. Committee agrees that there should be a faculty member and a counselor working together, and college should pay for the release time to show its commitment to the success of Umoja. There is also no additional room in the budget for the committee to carry the release time expense.

Sherry will be going to College Council in April and will need outcomes from last semester. Jason, Nooshi, Kenyetta will provide the information for tutoring, ESL services, and assessment respectively.

Meeting ended at 3:45pm.

Next meeting will be Tuesday April 9, 2013.