

**Basic Skills Committee
Meeting Notes
September 24, 2013**

Sherry Sharufa, Elvia Ornelas-Garcia, Helen Kalkstein, Nooshi Borhan, Kathleen Donlan, Heather Roth, John Gregorian, Jason Berner, Gabriela Segade, Kenyetta Tribble, Carla Matute, Robert Webster, Karl Debro

Meeting Started at 2:35pm

We reviewed minutes from the last meeting.

Jason explained how tutoring is working in the Skills Center. Students who require help in math 120 or higher are referred to the math department. Students are still coming to the Skills Center for math help outside of the basic skills classes. He is telling the tutors that the basic skills students have priority. Jason said that the center is very busy given the financial cut back, but he is managing with the current students.

Jason will send another email as a reminder that the Skills Center is only offering tutoring in math 101/115/118. It was recommended that signage be put up in the library and Nooshi suggested that announcements be made in classes about the changed tutoring structure.

Jason next talked about supplemental instruction. He will work on getting tutors for next semester after the schedule is finalized. At the next math department meeting Sherry will announce that Basic Skills Committee is funding supplemental instructors to identify faculty who may be interested in participating.

Kenyetta talked about the research project for John Gregorian. The research partly involves looking at the number of students being placed in English 139. Karla Matute has been doing a lot of the work and has been sending reports to John.

In the spring of 2014, there will be a prerequisite on English 142B. A few in the group expressed that it is important that the change be properly publicized so students know what their options are. It was recommended that an email be sent to Catherine Fites so that she is also aware of the change and can properly direct students.

Kenyetta then talked about the plan for having counselors in the classrooms this semester. The challenge is identifying counselors for the project. There are variance issues. Kenyetta will be starting a new job at DVC and so she can't be the lead for the project. The counseling department needs to decide next steps. Robert Webster will email Sherry the outcome from the counseling department meeting so that the committee will be informed about the decision.

Nooshi wanted to add an agenda item to request additional ESL research money to determine how many ESL students followed the advice they were given for placement. The group voted to fund the request. Nooshi also wanted funding to determine number of

students in level 2 ESL classes receiving A's in content courses. It was decided that the topic should be taken to the Student Success Committee. Elvia will bring the topic up at the Student Success Committee meeting.

Sherry said that she will be the point person for the Student Success Conference. Helen will help with publicity. The reporting session will be on October 22.

Sherry asked for some input on the BSI annual report.

Meeting ended at 4:00pm

Next meeting will be November 12th.