

**Basic Skills Committee  
Meeting Notes  
September 10, 2013**

Sherry Sharufa, Elvia Ornelas-Garcia, Helen Kalkstein, Nooshi Borhan, Kathleen Donlan, Vicki Ferguson, Heather Roth, John Gregorian, Vern Cromartie

Meeting Started at 2:40pm

We reviewed budget for 2013/2014

There was a brief discussion about how Jason is keeping track of making sure that the tutoring budget is only being spent on tutoring Basic Skills students. We need Jason to document how this is occurring for math 101/115/118, and English 92/139/142A/142B/129. Jason was not present at the meeting and so he can present at the next meeting.

Sherry spoke about supplemental instruction. The plan was to have a supplemental instructor for 4 math classes and a historically difficult class for students to pass. Jason had not identified the supplemental instructors for fall 2013. Sherry is using Nina Hill as a supplemental instructor for her math 115 class. Nina meets with the students Monday and Tuesday from 3:30-4:30 pm. We will need to talk with Jason so that we are prepared to move forward with supplemental instruction in the spring 2014.

Nooshi presented on her research with the ESL department and number of students assisted with the application, assessment and registration processes. The following are the number of students assisted.

Summer 2013 (118 students)  
Spring 2013 (158 students)  
Fall 2012 (156 Students)

Nooshi said that students have many obstacles to registering and filling out the application. The process is long. It was recommended that this information be shared with Wayne Organ.

Nooshi and Gabriela Segade have been working with the English department in helping identify students who may be incorrectly placed. English faculty referred student names/info to Nooshi. She gave feedback to faculty and generated letters to students that contained recommendations for placement into proper ESL classes. 48 students received letters. She is waiting to see how the students respond.

Vern, Nooshi, and Elvia had a discussion about students passing non basic skills courses that require a lot of reading and writing and failing the basic skills reading and writing classes. This was not an agenda item and so Sherry suggested we move on.

Kenyetta was not able to make it to the meeting so she will report on her plans of having a counselor in the classroom at the next meeting.

We need to start thinking about planning for the reporting session after returning from the conference. There needs to be a point person to coordinate and keep track of which workshops will be attended so that we are getting information from as many workshops as possible. No one wanted to be the point person, so Sherry said to think about it and maybe someone will volunteer by the next meeting. We need to at least start looking at the workshops and deciding who will be attending which workshops. The campus community will be invited and so some form of communication needs to be developed to inform the campus community. The reporting session will be on Oct. 22. All attendees are expected to fill out a "SSSC.BSI.ReportForm" located on the portal after attending the conference.

Sherry is working on the BSI annual report. People receiving funding for projects need to come up with measurable outcomes for the projects so that Sherry can include them in the report. There were some questions about how the money was distributed over the three long term goals. Sherry will need to look at the numbers again. Sherry will connect with Nooshi and John to go over how to use the cohort tracker so that she can get their input on how two cohorts fared from 2008-2010 and 2010-2012.

Helen suggested that we plan to have Tammeil Gilkerson and Greg Stoup come to one of our meetings this semester. Nooshi suggested inviting them after we are sure about our numbers in the report. We will invite them on the 2<sup>nd</sup> Tuesday in November.

Helen also added that we should have Kathleen Donlan (FIG), Heather Roth (Reading Apprenticeship), and Nooshi Borhan (summer conference) as presenters at one of the meetings this semester.

Sherry passed out a flyer about the upcoming UNCF Empower Me Tour taking place this Saturday on the campus.

Meeting ended at 4:00pm

Next meeting will be October 24<sup>th</sup>.