

BSI MEETING MINUTES
Friday, May 18, 2012
Sam Karas Room
1:30p – 3:30p

Members Present: Heather Burton, Caroline Carney, Eileen Crutchfield, Merry Dennehy, Alethea DeSoto, Brett Enge, Laura Franklin, Adria Gerard, Jamie Gerard, John Nelson, Paula Norton, Kathleen Rozman, Kim Shirley

Members Absent: Carsbia Anderson, Grace Anongchanya, Tracie Catania, Terria Odom-Wolfer, Celine Pinet, Catherine Webb

Staff: Diana Tomasi

Discussion

Approval of March 9 and April 20 Minutes

2012-2013 Project Proposals

Laura distributed a worksheet showing that there is \$180,000 available. Funding for the following was approved at the last meeting:

Faculty Co-Coordinators	\$32,000
Travel & Conferences	\$ 5,000
Basic Math (MLC) for next 2 years	\$30,000 (\$15,000 per year)

Proposed Projects

Intensive Math \$4,000 - Tracie Catania, Elizabeth Bishop & Lisa Chovik

This project would pair one section of Math 261 (beginning algebra – basic skills course) and one section of Math 263 (intermediate algebra – one level below transfer, meets MPC graduation requirement) in an 8 week format in Spring, 2013. This project would provide funding for an Instructional Specialist hired as a “temp” for 10 hours per week to work with students during the algebra section. A Counselor would meet with the class on the first day of school and will come to class once a week during “break time” to check in with students and encourage them to make counseling appointments. The instructor will refer students who appear to be at-risk (missing classes, doing poorly on quizzes and exams, etc.) to the counselor. There was discussion about repeatability, and the importance of careful placement. It was emphasized how important the Counseling component is. Might the Smartpen be a useful tool?

Committee Decision: **Approved**

Counseling Alert \$18,425 - Alethea DeSoto & Heather Burton

A counselor will be assigned to a group of basic skills classes. The instructor will identify the students by the second or third week or as soon as the instructor believes the student is in jeopardy of falling behind. The counselor will take action and work with the student to try to understand the factors that may be interfering with the student's progress. Follow through is essential to this process and recording data will help us understand some of the common reasons why students stop attending. It was observed how many at faculty around the table are already involved with Basic Skills Students - what works & what doesn't work. Also part of this proposal is a Progress Dismissal Alert. Alethea explained that currently, the status of student's progress is communicated via their transcripts (unofficial/student web portal and official). When the student is on "progress dismissal" their registration is placed on hold and they are required to see a counselor. The student has to complete a "Petition for Readmissions form" that is signed by the student and counselor and forwarded to the Academic Council for review and final approval. If approved, the student is "cleared" to register for classes. This proposal will allow the counselor to identify those basic skills students that are on "2nd level of progress probation" which is one step before being placed on "progress dismissal" at the beginning of the Fall and Spring semester and notify them to meet with the Counseling Staff to assist with their overall success and retention. The role of the counselor would be to identify the students and invite them to attend workshops that would help them become personally responsible for their own actions and address issues such as: self awareness, utilization of campus resources, time management, study habits and strategies to help show them how to get out of probationary status. Many students are not aware that a W impacts dismissal. Alethea pointed out that there were approx. 360 students facing this situation.

Committee Decision: **Approved**

Guest Presentations \$2,500 – Caroline Carney

This project would invite one California Community College faculty member each semester to hold two presentations, one in the early afternoon and one in late afternoon or evening, on topics relevant to our work with student success for our basic skills students. The presentations would be scheduled before the end of each previous semester. Presenters would be selected by a small committee of members of the BSI Committee. Costs would include a stipend for the presenter, travel costs, videotaping of the presentation (with presenter's permission) for posting on our MPC website, and refreshments for the attendees. There would also be two Faculty discussion meetings a semester for basic skills faculty to come together to have discussions about teaching strategies, sharing ideas and problem-solving.

Committee Decision: **Approved**

Faculty Orientation Film \$5,050 – Caroline Carney

(Note: This was part of the action plan this past year under Marty Johnson and Carsbia Anderson)

A digital film would be made and posted online for adjunct faculty describing some services for students related to Basic Skills. There would be a brief overview of the percentages of basic skills students at MPC and within classes of all disciplines that do not have college level English and math as prerequisites. Then there would be footage/photographs of the English Study Skills Center, Math Learning Center, Reading Center, Supportive Services and Counseling with brief overviews of services each provides by program directors and a counselor. The film would be 20 – 30 minutes long.

Committee Decision: There was discussion about what the incentive for adjunct to attend/view film should be? What about students? Ask Bobbi Bose, the adjunct film instructor to help coordinate. **Caroline will follow up and advise.**

On Course Spring 13 Workshop \$7,875 - Caroline Carney

On Course Professional Development Workshops provide educators with innovative strategies that can be employed by instructors in all disciplines as well as by student services personnel in their daily interaction with students. The On Course Principles form the foundation of all workshops, so educators from across the curriculum learn how to empower students to become more self-responsible, self-motivated, self-managing, interdependent, self-aware, emotionally intelligent, and self-confident lifelong learners. This project would be done over two days during Spring Flex (January 30 and 31) as an alternative to other activities. Maximum attendance is 50. There would be a follow-up meeting part way through the semester for faculty and staff to discuss changes they have made in their teaching since the workshop, challenges they have discovered, and have time to engage in problem-solving. If we want Skip Downing to be the presenter, it would be an additional \$4,000. Alethea said she attended a workshop without Skip and talked about how great the conference was and the strong team building it provided. It was likened to a shot of B-12 in the arm.

Committee Decision: No need to have Skip as the presenter. **Approved**

Visibility \$2,500 – Caroline Carney.

The College Success website needs to be kept up-to-date and refreshed every month to maintain student interest and to be sure links are working. This person, a basic skills faculty or ESSC or Reading Center staff person or librarian (not a student), would be the person we would send information to for posting or links for students, staff or faculty. This person would also compile and submit usage statistics to the BSI committee on a quarterly basis. 1,000 College Success Brochures and posters will be printed. Caroline will ask Rosaleen to be involved with student focus groups.

Committee Decision: After discussion, it was decided to eliminate pencils (-\$800), add 500 planners (\$2000) increasing the funding request to \$3,685. Caroline will revise the proposal and send it via email for committee approval.

English Department Subcommittee \$12,500 – Paola Gilbert

This project would allow the English Department to study possible changes to our English basic skills classes. It involves researching possible alternatives in our mode of delivering English basic skills instruction. The primary goal is to research and discuss possible changes to the basic skills classes. The desire is to help students gain the basic skills of reading and writing in order to achieve their college and life goals and to do so in a timely fashion. This project is not limited to individual professional research, it will explore various approaches to enhance the MPC basic skills student. It would include:

- Research the basic skills sequence
- What are other colleges doing?
- Possible changes to basic skills classes and labs
- Fact finding. Alethea pointed out that of 400 students accessed, 250 fell within basic skills

Committee Decision: Eliminate travel (-\$1200), eliminate software exploration money (-\$500), reduce 16 hours of meeting time to 8 hrs. Jamie, Adria & Merry are to re-negotiate and **report back w/new proposal**.

2011-2012 Action Plans

Caroline will send out to the committee.

MLC position – New position. The blue hands form goes to AAAG next week for recommendation for College Council. It requires a 1st and 2nd reading at College Council.

2012-2013 Meeting Schedule

Caroline will send out a survey monkey for best meeting times - once a month vs. twice a month? Plan for 2 meetings in September.

Meeting Adjourned.