Basic Skills Initiative Group Meeting  
Wednesday, November 29th, 2012  
LC 140  
2:30-4:00  
MINUTES

Participants: Rebecca Kenney, Cara Kreit, Cheo Massion, Beth Patel, Anna Pilloton, Becky Reetz, Rose Thompson,

1. Follow-up on past BSI Grants:
   CAP Project
   The group discussed the status of the grant Frank Crosby had to prepare a video for the College for All Partnership (CAP). He shot video footage, but he never produced a final product. There were questions about changes in the CAP program and expectations about the final product. Rebecca will follow up.

   Dedicated Tutors Project – English Basic Skills
   For spring 2012, there were 11 classes with DTs. Students completed surveys at the end of the semester, and Cheo said a report would be available by the end of December. Becky suggested that it would be beneficial for the math teachers to see the DT final report and suggested that it be sent to participating instructors and copied to Jim Arnold.

   Rebecca said she had had discussion with Barbara Bonander and John Sutherland about scheduling for the DTs and suggested that they share a template to account for all hours. Rebecca said that she wanted to include DT scheduling responsibilities in the revised job description for the Director of Library and College Skills position.

   Now that the English Basic Skills DT program has been running for several semesters, it needs to receive institutionalized funding rather than from BSI money. The suggestion was made that perhaps BSI could still provide some funding for project facilitation and special meeting.

   DT Training: It is important that all DTs have adequate training, so there is consistency across the board. Cheo has created a training session, but this could be further developed to include more information about the working relationship between the DT and the instructor. It would be helpful to have the DTs and instructors meet to share expectations, experiences and suggestions on both sides. Rebecca suggested having a working manual that includes a summary of best practices and to set minimum qualifications to help provide continuity from semester to semester.

2. New BSI Proposals
   Proposal #1 - DT Project for English Basic Skills for spring 2013
   The proposal was accepted contingent on the submission of names\PAFs\ timecards.

   Proposal #2 – DTs for Eng120AC for spring 2013
   Eng120AC is an experimental 5-unit course program that takes students through Eng98 and Eng120 in one semester. Rebecca stressed the need to institutionalize procedures and funding. She said that data should be collected including pre/post comparisons, writing samples, retention, and student success. In accepting this proposal, it was acknowledged that the funding requirements would exceed the standard $5,000 maximum.

3. Requests for Proposals
   Suggestions for additional proposals:
• Bring in outside speakers and experts in the field to campus. Rebecca suggested bringing in Gilles Malnarich from Evergreen College who is an expert on learning communities.
• Work with Kathleen Kirkpatrick and the new Teaching and Learning Center for Excellence
• On-Course Training in April