

**MINUTES**  
**Basic Skills Initiative Meeting**  
**December 6th, 2010**  
**1:00-2:30 PCR (A-104)**

**Attended:** Mark Manasse, Daphne Figueroa, Carol Murphy, Lisa E. Munoz, Ken Reinstein, Kathy Werle, Daniel Miramontez, Lawrence Hahn, Sheryl Gobble, Erica Murrietta, Joan Thompson, Sally Nalvin, Rekha Chhabra, Peter Fong

**1. Monthly Reports – Project Lead (or representative) Gives Basic Skills Project update**

- Sally Nalven (or representative) -- Child Development: Continued tutoring and workshop services for Child Development. Some students waiting until the last minute to get help with course material. Looking to increase workshop attendance. May go to classes to recruit students.
- Erica Murrietta -- Counseling and STEP: Counseling did 18 class visits with 437 duplicated student contacts. 57% of these students do have an Ed Plan. Needs to check if ESOL students are counted in tally. Erica needs to manually investigate the numerical difference between counseling contacts and Ed Plans created. STEP had 101 student contacts and 6 BSI workshops. Erica may work with Daniel to work on results of exit survey.
- Carol Murphy -- Math Lab and Fast Track: Found lab tech to train others on usage of math lab. Some students were not completing math lab course sequence, so now they have a math lab notebook. Students who have kept a notebook received A's. Math lab completion is very high and students can complete more classes in less time via accelerated materials. Daphne and Carol are working together to place tutors for the spring. Fast Track: Will return in spring. Looking for faculty who can cover the four-day/week class.
- Daphne Figueroa – PLACe/SI: Tutor training via self reflection and follow ups throughout the semester.
- Mark Manasse – IAs English/ESOL Lab: Had an increase of student usage of lab from previous semesters. Completing student surveys of lab and IAs. Will have some IA turnover and need to recruit new grad students.

**2. Research of Basic Skills Projects: Daniel Miramontez**

- Work with Daniel to modify/create research questions as necessary using Ad Hoc Form

**3. Spring Budget:** Daphne investigating 044 supervised tutoring to cover her pay and 3 leads for the PLACe.

**4. 2010-2011 Action Plan:**

- Completed and sent to state.

- Peter Fong stated that the district is looking for best practices and research that demonstrates how BSI projects help BSI students.

**5. Early Alert: Daphne:** Daphne is following up with John Nash to investigate if we can pilot this program for free. This pilot could be tied into students Erica Murrietta sees as part of her BSI project.

**Upcoming Meetings (All 1:00 to 2:30 in PCR):**

2/7  
3/7

3/21  
4/4

5/2  
5/16