

**Minutes**  
**Basic Skills Initiative Meeting**  
**February 7th, 2011**  
**1:00-2:30 PCR (A-104)**

**Attended: Mark Manasse, Tim Hempleman, Sheryl Gobble, Lisa Munoz, Carol Murphy, Daniel Miramontez, Susan Schwarz, Erica Murrietta, Ken Reinstein, Daphne Figueroa**

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

- Please let D. Miramontez know if you have questions for your BSI projects or need help creating an Ad Hoc request.
- Completed Ad Hoc requests are sent to S. Schwartz.

**2. Budget: Mark Manasse**

- Spring 2011 and Following Years: Discussed whether we should combine future BSI yearly-budgets or continue using one fund/year. Conversation was tabled.
- PLACe Liaisons: District covering PLACe liaisons and Coordinator salary with “one-time money.” D. Figueroa’s BSI funds for coordinating will return to BSI and can be redistributed (but must be spent by 6/30).
- Requisition Money ASAP: Have \$706 to spend from budget 1632. BSI members will investigate if they have a need to spend in the 6999 category.

**3. Call for Fall 2011 to Spring 2012 Projects?: Mark Manasse**

- We will put out a call for 2011-2012, with the understanding that there are limited funds and new projects might not be accepted.

**4. English 49 Repeater Course: Daphne Figueroa**

- The District filled C. Reed’s English 49 class with non-repeaters, which impacted her BSI project. Susan Schwarz said she would investigate how the District was able to override a closed course as well as research how we can limit a course to a certain population of BSI students.

**5. Check in on Action Plan -- Spring Focus: Mark Manasse**

- We reviewed action plan to investigate any projects that needed to be addressed.
- K. Reinstein stated he would create a Survey Money to pilot Exit Interviewing of students who stopped attending a BSI course. We may pilot survey with a few BSI instructors in Fall 2011 to contact students at withdraw deadline.

**6. Early Alert: Daphne Figueroa**

- D. Figueroa will contact Early Alert again. They have been uncommunicative.

## **7. Acceleration: Mark Manasse**

- Math and English: Is there a difference between BSI accelerated Math and English? Does one skill lend itself better to acceleration than the other? C. Murphy stated that students in accelerated math need to receive an A or B in an accelerated course to do well in the next course in the sequence. Also, if a student fails an accelerated course, he/she returns to the math level they tested into. City College is piloting an accelerated Math course that combines Algebra and Statistics.
- Assessment changes: M. Manasse will contact Toniann Johnston RE attending next BSI meeting to answer assessment questions. There is a need to train/educate students on the importance of the assessment test.

## **8. Project Lead Reports 3/7**

- Project leads will submit a written report before the next BSI meeting, and all leads will give an update at the next BSI meeting.

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

3/7  
3/21

4/4  
5/2

5/16