

Minutes
Basic Skills Initiative Meeting
April 4th, 2011
1:00-2:30 PCR (A-104)

Attended: Naomi Grisham, Sheryl Gobble, Ken Reinstein, Lawrence Hahn, Joan Thompson, Randy Barnes, Lisa E. Munoz, Daphne Figueroa, Erica Murrietta, Mark Manasse

- 1. Research of Basic Skills Projects: Daniel Miramontez:** No Report
- 2. Call for Fall 2011 to Spring 2012 Projects: Mark Manasse**
 - Schedule:
 - Call due Monday 4/11
 - Scanned/Posted by 4/15
 - Read/Score at 5/2 Meeting (and 5/16 if necessary)
 - Process: Current projects need to resubmit application (cut and paste)
 - Budget: There will be significantly less money if we stick to one fund/year
- 3. English 49 Repeater Course: Susan Schwarz:** No Report
- 4. Budget Update/Review: Mark Manasse**
 - Discussed that Basic Skills budget will be significantly lower for the following school year, dropping to 154K. Project leads agreed to come in with how much they have currently spent on this year's projects at next meeting.
- 5. Spending Funds -- Due Dates: Mark Manasse**
 - Project leads were made aware of upcoming spending dates
 - Requisitions: 4/15
 - Purchase Orders: 5/20
 - Via email, Mary Patterson described the differences between encumbering, submitting requisitions and purchase orders: *The requisition is what you submit to the business office. Purchasing then processes and issues the Purchase Order. The only way to encumber funds is with a Purchase Order or Blanket Purchase Order. The Blanket is only for supplies or services and is processed automatically by the system so is much quicker. Equipment has to have a Purchase Order. Both start with a requisition – Purchase Order requires a quote, Blanket Purchase Order does not – it is open.*
- 6. BSI Student Exit Interviews: Ken Reinstein (30 min)**
 - The committee reviewed the survey that K. Reinstein created. It was suggested that the most important questions be put at the front of the survey in case the survey was not fully completed by a student
 - We agreed that D. Miramontez should review the survey before piloting with students.
 - N. Grisham suggested that we pilot with work study students to assess survey clarity.
 - Basic Skills Faculty will directly send survey to students who stop attending after the drop deadline in Fall 2011.

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7. Accountability Report:

- The committee reviewed the Basic Skills Accountability Report provided by the state:

The 2010 BS report website:

<http://www.cccco.edu/ChancellorsOffice/Divisions/TechResearchInfo/ResearchandPlanning/BasicSkills/2010BasicSkillsAccountability/tabid/1856/Default.aspx>

The 2010 BS college-level report website:

<http://www.cccco.edu/ChancellorsOffice/Divisions/TechResearchInfo/ResearchandPlanning/BasicSkills/2010BasicSkillsAccountability/2010CollegeLevelReport/tabid/1857/Default.aspx>

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

5/2 5/16