

**BSI Meeting Minutes
October 3, 2008**

Present:

Clement Lam	Tim Karas	Stephanie Kashima
Rick Hobbs	Norma Ambriz-Galaviz	Chia Chen
Margaret Juncker	Harriett Robles	Mina Jahan
Katy Fitzgerald	Dan Sanidad	Curtis Pembrook
My Loi	Aaron Malchow	Pat Hudak
Kathy Moles	Myo Myint	Thuy Trang
Michele Speck	Charity Bowles	

Note: When reading the minutes, it is helpful to access the PowerPoint Presentation that accompanied this meeting. The PowerPoint can be accessed on the **BSI website:**

Introductions:

Harriett shared that “Basic Skills was my life” and her background began in Basic Skills. Reminded us that “takes a village” to make BSI a success and there is a role for everyone – looking at effective practices (pedagogy) – learning strategies that make a difference and have continuous assessment. She acknowledged the team that went to the initial training last year at College of San Mateo – Dianne McKay was the front runner.

Norma is excited about BSI increasing faculty collaboration. She comes from a social science background and found it a challenge to teach Social Science GE classes to BSI students. The difficulties these students faced prompted her to increase dialogue with faculty from the BSI disciplines like English and they shared teaching strategies that she brought to her Social Science coursework. She would like to encourage a similar structure at Mission College.

Stephanie was not present to speak as President of Academic Senate but Curtis is currently a senator and emphasized that the Academic Senate has supported BSI from the beginning. The Academic Senate will continue to support and encourage active involvement in this initiative.

Penny was not present to speak but as VP of Student Services, she was the budget administrator until last semester when she helped transition Mina into the position. She has been highly supportive of BSI since its inception at Mission.

Background of BSI

Mina provided brief background of BSI and the extensive research and literature review that culminated into – 26 effective practices from the 4 major strands:

- A. Organization and Administration
- B. Program Components (heavily involves Student Services like Counseling and Financial Aid)
- C. Staff Development
- D. Instructional Practices

Mina showed a demographic slide of our Basic Skills Students – 65% of students are from Far East (Asians).

Acknowledgements

The work of the BSI committee from last year was acknowledged and the result of their work is the Self Assessment document that Pat will post on the BSI website as a PDF.

Attendance of BSI trainings and conferences have resulted in \$40K spent so far

Identifying BSI Students

Building a house – where is the door in which BSI students enter? How to identify students? Main door is through the Assessment Center. In addition students may be identified in the classrooms and referred to services by the faculty.

Key Focus Areas for BSI:

- 1) Scalability
- 2) Student-Oriented
- 3) Sustainable

Margaret asked for the definition of “scalability.”

Mina explained that it’s using a finite amount of money to develop a program that can thrive and grow without additional costs in the future.

Example: English department develop a class for BSI and uses the initial funding to pay instructor stipend for the course development. Once course can be offered, the WSCH/FTES generated can pay for itself (since realistically BSI funds may not be around perpetually).

Funding was reduced due to HBA removal but Mina still questions whether all BSI courses were coded correctly and in the current process of identify all BSI courses and their codes.

Update on BSI Work Thus Far

Currently in the process of selecting a common communication tool like the email system, blogging forums, ANGEL – Mina reminded committee that communication is a

2-way system and everyone involved must use it once it's set up in order for us to be successful.

Promotional media and materials such as a spread in the Spring Schedule of Classes have been taking place.

Tutorial Center has created a video to showcase their services and this can be accessed through our school's website. Chia and her department were commended for this excellent video. [Get link from Curtis](#)

Math Developmental Modules – Ian Walton (Math) shared more than 42 math developmental modules as units of instruction – we have repackaged them & put them on the website for students - Greg Shaw helped digitize the videos. These video modules inspired Myo to share that he is working on a project to develop podcasts of stories of successful ESL students. He will seek support from Instructional Technology to develop these videos. These developmental modules can certainly be transferred to the other Basic Skills disciplines. [Get link from Curtis](#)

BSI Website is under construction but a shell has been developed and we will post all BSI-related information and resources on this site. [Get link from Curtis](#)

Budget Update

Certain purchases and conference fees still not accounted for so we have approximately \$160K left from FY05-06

Have not touched the \$280K from FY06-07

Last year, dropped our funding to \$100K due to HBA (FY07-08)

Budget obligations

- SLO Development contract – project-based
- Office Assistant Contract – a lot of paperwork to process
- First 2 chunks of money (FY05-06 & FY06-07) must be spent by June 30, 2009
- \$100K –can carry over to fiscal year 2010

Tutorial Center services – need to know how much \$\$ they can count on to hire tutors (Math lab also needs funding) – ASAP

A sample of the Budget Request Form was presented. It will be posted online – this form is borrowed from DeAnza. We will need to justify and account for all spending since BSI is a restricted fund and we are going to be audited.

Aaron reminded us to note that Professional Development & Accountability are also key focus points for BSI (in addition to being sustainable, scalable, student-oriented). He

noted that the Chancellor's message is clear: they will take a close look at what we're doing – money may be pulled in the future depending on how well we meet the criteria.

Staff Development

Curtis has collaborated with Aaron and other faculty to deliver BSI Workshops for staff development. To embrace scalability and sustainability, their challenge is to diffuse the philosophy of BSI to non-developmental instructional areas so that instructors in these areas can recognize/identify basic skill needs. Workshop content will be owned by the faculty and delivered by the faculty.

3 Strands of concentration for the workshops are:

- Introduction: orient non-BSI faculty to relevance of BSI
- Management: Connecting basic classroom management to basic skills areas with focus on SLO
- Best Practices: examples on slides

Scalability is that diffusion through all the disciplines

Extending it beyond workshop realm – begin building Learning Communities (ANGEL is an excellent platform to building this community).

Development of Mission and Philosophy

The remaining participants from the meeting broke into 2 groups to develop a mission and philosophy statement for BSI at Mission College.

(Myo, Margaret, Rick, Clement – 1st group)

(Michele, Chia, Tim, Kathy, Aaron – 2nd group)

Our main audience is the college community mainly for faculty/staff although students may read this statement if they go onto the BSI website.

Aaron reminded us to continue educating faculty about using the word “remedial” to describe students in basic skills. There is a negative stigma attached to this term. Rick added that even the term “developmental” sometimes makes students feel “stupid” like something is wrong with them. This continues to be a struggle for appropriate and sensitive descriptors.

Feedback about the Mission and Philosophy statements include:

“Philosophy statements help me think about what I'm doing in the classroom” (Aaron)

Think of the total student and be more broad-based and encompass all parts of the campus (Tim)

This is just round 1 of the Mission Statement development. Pat will bring all our comments and massage the 2 statements and bring them back to group for discussion by the next meeting. The official deadline is Dec 30. Mina would like it completed ASAP so we can post it on the BSI website.

Suggestion came up to utilize the Staff Development workshops to finalize the mission statement.

Future Meeting – finalize and clearly define membership of advisory committee & also finalize the Mission Statement/Philosophy.

Aaron announced an FYI that the Senate voted yesterday to approve a streamlined timeline for Program Review and this will start next Wed and will be expected from departments and shared governance departments.

Curtis will continue working with Aaron to finalize the workshop and send out invitations.

Questions

Clement has questions about the budget mechanisms in terms of timeline for requests, evaluation of requests, formal structure – who is evaluating requests, what is the rubric for evaluating request, and turnaround time to get decision.

Clement also inquired about the proposals sent out last year – what will we do with this? We need clear guidelines from BSI and the priorities for our own college – what will be likely to be approved?

Mina clarified a few points:

Need clear outline for budget skills money

Funds cannot be used for supporting currently existing/maintaining programs

Funds can be used for expansion, additions

Tutorial/Math support services – Mina will work with Clement Monday to discuss funding for these projects (without paperwork)

Aaron brought up concern that we need to establish a clear deadline and process to ensure there is a fair, level playing field for all departments and programs who are interested in BSI funding.

Mina and the BSI coordinators will meet next week to address these questions and concerns including the criteria used to assess the proposals.

Next meeting will be scheduled for Friday, Oct 17 (time and location TBD).