



FOOTHILL COLLEGE

Basic Skills Workgroup

Minutes

Date: April 12, 2011 Time: 2:30-4:00 p.m.

Location: Altos Room

Tri-Chairs:

Darya Gilani

Teresa Ong

Paul Starer

Members:

Lyliana Hernandez

Susie Huerta

Elaine Kuo

Phuong Lam

Debbie Lee

Kelly Lopez

Leslye Noone

Ex-Officio:

Eloise Orrell

Guests:

Ben Stefanik

Voltaire Villanueva

Summary

Time	Topic	Notes
2:30p – 2:35p	Volunteer to take minutes?	Darya volunteered
2:35p – 2:45p	Announcements	See below
2:45p – 3:45p	Benchmarks and ESMP Version 2.0, Writing plan for ESMP Draft: How are our projects connected to these goals and metrics?	
3:45p – 4:00p	Department Updates	

Discussion Detail

Item:

2. Announcements:

- There are many rumors spreading around campus concerning how budget challenges will be resolved. It is important that we make sure we give correct information about what was discussed in these meetings. You can refer people to minutes, or you can consult a tri-chair or Eloise if there is ever doubt.
- The Tutorial Services chart will be distributed this quarter, the group passed it around and updated it.

3. Educational and Strategic Master Plan

- Elaine gave an overview of the ESMP. She said there will be a section for each of the core missions in the ESMP v. 2.0. The goals and metrics described within the ESMP should align with

(All agendas and minutes will be archived online through the President's Office.)

the self-study and district strategic plan. The core missions are described as commitments by the district in their strategic plan. There is an emphasis on equity and completion in the recent planning documents. This plan can be adjusted and modified, and has a planned update scheduled for every spring. The district strategic plan has goals and metrics planned out for 2015. The 5 percentage and 8 percentage point numbers were taken from the equity report. The metrics must be measurable, reasonable, and sustainable.

- The group gave feedback. There is a budget reality to these metrics, such as a 20% in classes. We can aspire to these metrics, but we must describe the challenges that we will face. Some did not think the percentage points were reasonable, that just staying at the same success rates with significant cuts is an accomplishment. Some thought the ARCC data is confusing and unclear, so that it is difficult to write goals and metrics to it. There needs to be better coordination with those writing the appendices plans. For example, the Equity plan has set very high goals, and the Basic Skills Workgroup was not involved in that plan. Because this is the first year of the new governance structure, these are the things that we need to add to the next cycle.

Writing the ESMP:

The ESMP will cover what we are doing, where we are going and what are the challenges. Each of the Core Mission sections are divided as follows:

- A. The introductory/trends of the mission. What is happening regionally, statewide, and nationally in our core mission? For example, the Basic Skills Workgroup has discussed many projects that involve creating pathways to increase access and success for students. These non-traditional pathways are also happening around the state and country. We can discuss how we measure success through these new pathways in this section.
 - B. The contributing programs. This section can cover the pathways and services such as StemWay, Puente and Pass the Torch which are helping us to reach the goals set by the district and core mission groups. It was noted that some of these programs and services cover multiple core missions, and can be discussed in different lights in the ESMP.
 - C. Opportunities and Challenges. This section can discuss the challenges (such as budget and cut backs in services) and how they are being addressed (efforts by the Basic Skills Workgroup, PaRC, individual departments).
4. At the next regular meeting, funding requests will be reviewed to spend any money left in the BSI account. Also, our presentation to PaRC is on the agenda next week, and Paul and Teresa will coordinate delivering a report to the group.