**FOOTHILL COLLEGE**

# Basic Skills Workgroup

**Minutes**
**Date: May 3, 2011 Time: 2:30 to 4:00 p.m.**
**Altos Room**

**Tri-Chairs:**
Darya Gilani Teresa Ong ~~Paul Starer~~
**Members:**
~~Lyliana Hernandez~~ Susie Huerta Elaine Kuo Phuong Lam
Debbie Lee Kelly Lopez
**Ex-Officio:**
~~Eloise Orrell~~
**Guests**
Ben Stefonik

| Time | Topic | Notes |
|---|---|---|
| 2:30p – 2:35p | Volunteer to take minutes? | Kelly volunteered |
| 2:35p – 2:45p | Announcements | See Discussion |
| 2:45p – 3:45p | ESMP – Review draft, timeline | See Discussion |
| 3:45p – 4:00p | Department Updates | No Updates |

**Discussion:**

2. Announcements:

- Elaine and Darya attended an ACCJC workshop all day, Friday April 29 that focused on Educational Master Planning and Program Review. They shared that many schools are in the same situation, working with many different plans and trying to coordinate them. Also the schools are ensuring a focus on student learning and are working to connect their priorities in the ESMP with the learning needs in programs and through the institution.

- Debbie reported that the update to PaRC went well and that there were lots of questions on the pathways such as Statway. She updated the group that the first 10 units of the Statway program will be classed as Basic Skills.

- Next meeting the group will review the current funding allocations and balances for BSI, and will be able to make recommendations to Eloise about any leftover funds.

3. ESMP

- The group reviewed the next version of the ESMP on the projector using GoogleDocs. Duscussion points included the need to cite evidence, focus on pathways serving non-traditional students, use the PLOs of each program as a focal point, and describe how these learning outcomes connect to the priorities of the group.