



FOOTHILL COLLEGE

## Basic Skills Workgroup

### Minutes

Date: March 7, 2013 Time: 2:30-4:00 p.m.

Location: President's Conference Room

#### Tri-chairs:

April Henderson

Sarah De Los Santos

Peter Murray

#### Members:

Craig Gawlick

Elaine Kuo

Mandana Navi

Voltaire Villanueva

Inna Witkop

Tilly Wu

Teresa Zwack

#### Ex-Officio:

### Summary

Time	Topic	Notes
2:30p – 2:35p	Welcome Back	
2:35p – 2:40p	Classified Staff Tri-chair	
2:40p – 3:00p	Update: CNSL 50 Enrollment, Math & Bio, Math & Instructional Method	Elaine Kuo
3:00p – 3:15p	Summer Bridge Flyer and Brochure	Craig Gawlick
3:15p – 4:00p	Summer Bridge Math Program Update	
4:00p	Next Meeting	

### Discussion Detail

#### 1. Status of Tri-chair

- April Henderson has been chosen for the new Tri-chair. Peter Murray represents the Admin Tri-Chair, Sarah De Los Santos represents the Faculty Tri-chair and April Henderson will represent the Classified Staff Tri-chair.

#### 2. Summer Bridge Update

- Elaine gave the presentation on Summer Bridge program data, tracking students' CNSL 50 enrollment, Math & Biology enrollment as well as Math and instructional method enrollment.
- Group discussed on how to identify the Summer Bridge students who have taken CNSL 50/5 prior to the start of the program. Craig may be able identify Students' Counseling course enrollment status at the registration.
- Counseling 50/5 will be offered (CNSL 50 will be recoded to CNSL 5). CNSL 50/5 is transferable to both UC and CSU. However, CRLP 71 will be offered for students who have already taken CNSL 50 at high school. CRLP 71 is CSU transferable.

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

- There was a discussion around developing a second/adjusted Ed Plan that reflects the end of the program Math placement test results. Perhaps a follow up with the Counselors after taking the Math placement test or developing two Ed Plans during the Counseling course based on two possible outcomes in Math placement test.
- There was a request on developing a system to check students Ed plan. This is required as a part of matriculation report presented the State.
- As a part of Counseling course, financial aid will give a 20-minute presentation to the Summer Bridge students. Once the Counseling instructors are selected, Inna will contact them to incorporate the presentation in the curriculum.
- Inline with Basic Skills programs, if other groups that are involved (i.e. Counseling, etc) are interested they may submit a resource request to Basic Skill group.
- Peter will start scheduling and allocating classrooms and assigning faculty member for the Summer Bridge Program.
- STEM Summer Camp brochure was viewed. This program will be from July 8-18.

### 3. SB Program, Flyer and Brochure

- The members reviewed flyer and Brochure. By Tuesday March 12, everyone will send his/her comments on the Flyer/Brochure to Craig.
- Brochure and flyer to be handed out on the Day on the Hill.
- Peter requested to add a line about the effectiveness of program in the flyer and brochure (i.e. grade increase in math placement of 2012 Summer Bridge Cohort).
- Kathleen Turner will go to high schools to reach out to the potential candidates for Summer Bridge program. She will refer students who were placed in Intermediate Algebra or above (Those who don't make it to Math 105) to Summer Bridge program.

### 4. New programs

- Next meeting group will start looking into next year Basic skills programs.

### 5. Next Meetings

- April 11, 2013 – 2:30pm – 4:00pm, Location: FH Altos Room 2019