



FOOTHILL COLLEGE

Basic Skills Workgroup

Minutes

Date: December 6, 2010 Time: 2:30 p.m.

Location: Altos Room

Attending:

Darya Gilani

Susie Huerta

Elaine Kuo

Phuong Lam

Debbie Lee

Kelly Lopez

~~Leslye Noone~~

Teresa Ong (PaRC)

Eloise Orrell

~~Paul Starer (PaRC)~~

~~Pam Wilkes~~

Guests:

None

Summary

Item	Notes
1. Welcome New Members	The group introduced themselves.
2. Reaffirm Mission	The mission was reaffirmed with 2 changes. See Discussion Detail.
3. Tutorial Services Flowcharts	Teresa Ong brought the issue of confusing pathways for tutoring and services offered through some of the Basic Skills courses to the group. See Discussion Detail.
4. Basic Skills Student Survey	Kelly Lopez shared her draft survey with the group. See Discussion Detail.
5. Program Review/Resources Needed	Program Reviews will be looked at by the Workgroup to inform the group of resources needed regarding Basic Skills Programs. See Discussion Detail.
6. IRW/Math/Tutorial Updates	See Discussion Detail.

Discussion Detail

Item:

2. Reaffirm Mission

Last year's College Skills Steering Committee Mission was reaffirmed with 2 changes. First, the name "Basic Skills Workgroup" was inserted to comply with the Governance Handbook name related to a PaRC Subcommittee, and second, the phrase "to achieve success in college-level coursework" was inserted after "learning/study". The final Mission reads as follows:

The Basic Skills Workgroup/College Skills steering committee on the Foothill campus coordinates the design and implementation of programs that support the development of foundation skills in reading, writing, mathematics, English as a Second Language, and learning/study to achieve success in college-level courses. In doing so, we endeavor to focus necessary and purposeful activities in four areas of effective practice: organization/administration, program design, staff development, and instructional practice.

3. Tutorial Services Flowcharts

To better serve students, the Workgroup decided to create simple one-sheets for students to aid in describing what services are available to them depending on their level of coursework. Debbie Lee, Teresa Ong and Susie Huerta volunteered to create flowcharts for their respective divisions. They will send the drafts to Darya by Week 1 of the quarter to review as a group at the next meeting, held week 2. At this meeting, the group can add to and organize the flowcharts, and Darya will organize them graphically. These will be given to divisions, counselors and student services areas to provide to students. They can be updated as needed as more input and changes occur.

4. Basic Skills Student Survey

Student Member Kelly Lopez has been working on a survey to distribute to Basic Skills Students in Winter. The group liked the idea of using this survey as a needs assessment to help students immediately with the results through the resource allocation process. There were suggestions given, including renaming it to something general such as Student Survey, asking demographic questions such as how many hours does a student work, and asking pointed questions about what service needs there are for this group of students. The group will review the survey via Google Docs over the next few weeks, with a final review at the next meeting, with a planned distribution to faculty on January 12.

5. Program Review/Resources Needed

Darya shared Teresa's Program Review for ALD's STEP program as an example of Section X, Resources and Goals. Because all programs are completing these documents, and are aligning their goals with a core mission, the group can use these to inform how we advocate for resources being allocated in Winter and Spring. Homework was assigned to the group to review 2 program reviews outside of their own to share with the group at the next meeting. At the January 19th PaRC Workgroup update, the group will provide recommendations on the resources they feel are worth awarding.

6. IRW/Math/Tutorial Updates

Susie updated the group on the progress of the Integrated Reading and Writing (IRW) track the English department is working on. The IRW courses will now run for the first time in Fall 2012 because they need to pass through the UC transfer process deadline, which is in June, and the IGETC deadline, which is in December. Debbie updated the group that the new course pathways in Math 48 A/B/C will debut this Fall. They are replacing the old Trig and Pre-Calc courses. Teresa shared that the new intake/testing process for students with Learning Differences is now a 3-unit course, rather than an individual test. She said this is enabling the faculty to spend more time with the student to assist them, as well as balancing out the unit load a student signs up for.