



FOOTHILL COLLEGE

Basic Skills Workgroup

Minutes

Date: February 8, 2011 Time: 2:30 p.m.

Location: Altos Room

Attending:

Darya Gilani (PaRC)	Lyliana Hernandez	Susie Huerta	Elaine Kuo
Phuong Lam	Debbie Lee	Kelly Lopez	Leslye Noone
Teresa Ong (PaRC)	Eloise Orrell	Paul Starer (PaRC)	Pam Wilkes

Guests:

Summary

Item	Notes
1. Announcements	See Detail
2. Funding Discussion	
3. ESMP and Benchmarks	
4. Survey Update	
5. Summary sheet for resources awarded	
6. Department Updates	

Discussion Detail

Item:

1. Announcements

- Darya gave a presentation on basic skills to the Teaching & Learning Committee
- Some of the basic skills committee members may have a conflict with next month's meeting; Darya will send out alternate dates and see which date draws the most attendance

2. Funding Discussion and Finalization

Clarification: Money will be reimbursed, not given as an advance. This allows us to check how the money is being used.

- Pass the Torch was approved for \$10,000 to use on increasing hours for leaders and \$2,000 to use towards administrative meetings for leaders
- Adaptive Learning was approved for \$15,000 to use on hiring additional TA's to work in the ALLD classes serving students in English 100, 110, Math 230, Math 220 and NCBS 401
- We will hold off funding Athletics. Darya, Teresa and Paul will meet with Mike Legarza to discuss using resources to directly benefit basic skills students

3. Educational and Strategic Master Planning

The committee needs to come up with metrics to measure our basic skills success/improvement. Darya will send out sample metrics from the State Academic Senate and pages from the FH Educational Master Plan to give us guidance on how to write them.

4. Survey Update

All of the survey (400) data have been entered into a computer. Hopefully, Elaine will be able to give us a summary of the survey results at the next meeting.

5. Feedback and Reflections form

We will create a feedback/reflection form for the departments receiving Basic Skills funding to complete at the end of the school year. This form will ask the department to answer questions from similar to the ones from section 10 of the Program Review, but the questions will pertain directly to how the money was used towards basic skills. Additionally, we would like the departments to reflect on how their programs contributed towards student success, ideas for improvement or change.