



FOOTHILL COLLEGE

Basic Skills Workgroup

Minutes

Date: January 11, 2011 Time: 2:30 p.m.

Location: Altos Room

Attending:

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

Guests:

Anne Johnson	Peter Murray	Teresa Zwack
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Summary

Item	Notes
1. Welcome New Members	
2. Survey Finalization	The survey was finalized after discussion, see Detail.
3. Program Review/Resources Needed	Tentative meeting scheduled for end of January to review Deans' lists of Basic Skills needs taken from their program reviews.
4. Tutorial Services Flowcharts	Another draft in Table form to be distributed to the group for final approval.
5. PaRC Update	If you have any ideas or suggestions for the update, please contact a Tri-Chair.
6. Department Updates	The group ran out of time and this will be moved to the next meeting.

Discussion Detail

Item:

2. Finalize Survey/Distribution Plan

The survey was projected and edited live while Elaine Kuo reviewed the feedback and changes provided. Emphasis from the group was on keeping it within two pages, using language that English Language Learners would understand and crafting questions that would elicit good information. A student services survey that was completed last year was mentioned, and Pam Wilkes offered to email it to the group after the meeting. The surveys will be distributed as soon as possible with the help of Debbie Lee (Math), Susie Huerta (English), Teresa Ong (ALD)

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and Kelly Lopez (PTT). The results will be reviewed as a group at the next monthly meeting (Feb. 8).

3. Program Review/Resources Needed

Program reviews are still being completed, and the group would like to use these to inform decisions on how to use any available funding. It was decided that the Deans would be asked to summarize the requests in their department program reviews and to provide the group with a list of most important Basic Skills needs. Eloise emphasized that the requests should serve students as soon as possible, and that long-term projects were not a priority at the moment. Darya will schedule a tentative meeting to review this list of requests, near the end of January.

4. Tutorial Services Flowchart/Guide

Teresa's idea to list services available to students in a table form was modified with the suggestion of listing it by course, rather than service. Darya will "pretty up" the draft and re-send it to the group to confirm and distribute ASAP.

5. PaRC 5 Minute update

At the next PaRC meeting, the tri-chairs are updating the group on what the Basic Skills Workgroup has been working on. If there are any messages or ideas that members would like to take to PaRC, please contact the tri-chairs.