

## College Skills Steering Committee Mission and Charge

The 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. 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. As part of this mission, the committee is charged with the following:

- Develop action plan for submission to the system office on an annual basis, including annual objectives and budget based on the college's annual allocation
- Prioritize, coordinate, and implement action plan activities on a quarterly basis
- Communicate and coordinate the objectives of the committee with the larger campus community
- Write midterm report for submission to the system office
- Review and advise on BSI funding proposals, focusing on how proposals directly support the development of basic skills, ESL, and related student programs, specifically:
  - Program and curriculum planning and development
  - Student assessment
  - Advisement and Counseling Services
  - Supplemental Instruction and Tutoring
  - Articulation
  - Instructional Materials and Equipment