

**SAN DIEGO MESA COLLEGE
BASIC SKILLS SUCCESS AND RETENTION COMMITTEE**

**Friday, October 30, 2009
9:00 - 11:00 pm
H 313**

MINUTES

- I. Welcome and Introductions
- II. Approval of Agenda
 - approved
- III. Approval of Minutes of September 4, 2009
 - approved
- IV. Budget Issues (15 minutes)
 - The budget has been cut back but we still have enough for the SI program, tutoring, and some funding for projects.
 - As of Spring we will switch from providing release time to provided ESUs to faculty who want to do projects.
 - A draft of the project proposal form was shown and the committee brainstormed feedback. The new form will be posted as soon as the changes have been made.
 - Changes to the document were approved by the committee.
 - In requesting funds, faculty are encouraged to use the BSI Committee members to get feedback. The form will then go to the BSI Steering Committee.
- V. Online Orientation (20 minutes)
 - Counseling's new online orientation process was discussed and demonstrated. This should serve as a resource to any student trying to develop their educational plan or determine the next steps to degree completion or transfer.
- VI. Supplemental Instruction Report (15 minutes)
 - A new application has been drafted for Sis. It was adapted from the tutor center's application.
 - A few edits were made to the application and the new forms will be posted on the BSI website.
- VII. Website update (20 minutes)
 - The difference between using a static website and Blackboard for the online resource center were discussed.

- The committee decided that Blackboard was the best format for creating the library.
- Committee members will help populate the Blackboard site with resources.
- There are still issues to be worked out in regards to access to the site.

VIII. Professional Development update (10 minutes)

- Marilyn will work on plans for a 'brown bag' on the reading levels of textbooks.

IX. Action Plan Goals – work session (30)

- TABLED

X. Next meeting Nov. 6

- The steering committee is meeting on Nov 6th
- Since Nov 13th is a holiday. we are requesting that as many General Committee Members as possible show up so we can have a working meeting.

XI. Roundtable

- TABLED

XII. Adjournment

The next meeting will be November 6th from 9am to 11am. It was requested that as many General Committee Members as possible show up at 10:30 so we can work on the goals.