

**SAN DIEGO MESA COLLEGE**  
**BASIC SKILLS SUCCESS AND RETENTION COMMITTEE**  
**December 4, 2009**  
Minutes

Present: Gina Abbiate, Tarah Allison, Alan Bass, Alison Damoose, Nellie Dougherty, Peggy Fischer, Michael Fitzgerald, Carl Luster, Tim McGrath, Phyllis Meckstroth, Devin Milner, Susan Mun, Shahzeb Naqi (student), Toni Parsons, Bill Peters, Pianta, Bob Pickford, Cynthia Rico-Bravo, Judy Ross, Marilyn Schenk, Dora Schoenbrun-Fernandez

I. Welcome and Introductions

Terrie Teegarden called the meeting to order at approximately 10:35 a.m and introductions made.

II. Approval of Agenda

The agenda was accepted as submitted.

III. Approval of Minutes of Oct.30, 2009

It was noted that the minutes of October 30 had been approved previously. The November meeting minutes need to be approved at the next meeting.

IV. Placement issues

Because of budget cutbacks in Matriculation, funds will be depleted by February for administration of the Accuplacer Placement exam. Alternative assessment measures are being discussed such as the SAT, ACT, and EAP (Early Assessment Program/11<sup>th</sup> grade). Committee members questioned cost effectiveness if the other measures are labor intense.

Discussion focused on possibly using the MDTP test for Math and a similar instrument for English. Basic Skills funds could be used for a cohort of students since the most of our Freshmen students are assessing at the basic skills level. Bob Pickford will further discuss suggestions for an English/Writing assessment tool at the English department meeting, and Terrie will pursue the Math alternative and funding possibilities.

V. Supplemental Instruction Report

Data on the utilization of tutoring by Basic Skills students (including Supplemental Instruction) is low. A survey is in process to help determine why students are not accessing services. Committee members hypothesized it may be because of stigma attached to lower level classes and tutoring, schedule conflicts, and motivation. It was suggested to review STAR Tutoring data to evaluate whether or not the students are accessing STAR services rather than General Tutoring.

Next semester, the Tutoring Center will be merging with the Bridging Lab and will be housed with the Language Lab in Rooms I-207L and I-207M. The new, physical location will allow sharing of resources and an opportunity to revitalize the tutoring service to meet student needs. Additionally, a .20 FTEF Writing Faculty Coordinator will be available to assist with tutor training and addressing the needs in Basic Skills writing and reading.

Committee members suggested exploring technology modes that students are familiar (i.e. Online chat, Google groups, etc.).

VI. Website update

Work on the Faculty Resources component of the Basic Skills website is progressing and is accessible through the District's Blackboard Learning System (<https://online.sdccd.edu>). Alan gave a short demonstration and announced a gala, Flex event scheduled for March 5 to launch the project. The event will be a working session in which faculty can bring materials they would like to post. After suggestion, a Vocational Education/Career-Tech Ed folder will be added to the website.

Future plans include having a separate website for Student Resources. It was suggested to solicit input from the ASG of the types of resources students would be interested.

VII. Professional Development update

Tabled because of time constraints.

VIII. Action Plan Goals – work session

Extended Service Units will be available next semester for projects which help to meet this year's Action Plan goals. Terrie informed the committee members that the Steering Committee has suggested priorities with the website, ed planning for students, tutoring, and Research.

Request forms for funding can be submitted for proposed projects which detail the scope of the project and timeframe for the project. General guidelines are that the project is linked to the Action Plan and affects large number of students across campus and disciplines. Terrie indicated that the Steering Committee discussed the details and agreed that 13 to 16 total hours for a project was equivalent to 1.0 unit of an ESU. ESUs can be granted in .5 (half-unit) increments.

IX. Roundtable

Not addressed because of time constraints.

X. Adjournment

Meeting adjourned by consensus at 12 noon.