

Basic Skills Committee Meeting Minutes 11/29/2010 Meeting

Committee members present: Deborah Harrington, Allison Tom-Miura, Jan Gangel-Vasquez, Christina Anketell, Diane Murphy, Tayebah Meftag, Bradley Vaden, Nii-Boye Simpson-Rodgers, and Linda Cole

Guests present: Che Chancy, Nicole (Student worker), Deborah Campbell

I. Welcome and introduction of members and guests

- Members and guests were introduced.

II. Discussion on guiding principles and ground rules for the committee

- Allison restated that LATTTC has a broad definition of basic skills to include reading, writing, computer skills, math for academic and career tech and life skills purposes
- Allison emphasized the purpose of the committee to identify needs and discuss and recommend potential solutions to address barriers to students' improving their basic skills
- Diane requested the official definition and documents to help her be more knowledgeable to contribute to the committee
- Deborah mentioned she has put together a website w/a lot of the resources as well as the State Academic Senate's Basic Skills Initiative website and 3CN's website
- Allison also explained her role as committee chair to be a fair and effective meeting facilitator to keep the committee on task and help ensure professionalism and respect
- Everyone agreed to the committee's role, focus and ground rules and to move forward to getting work done

Action:

Allison will email the official definition of basic skills to committee members as well as other key documents for us to review and discuss at the upcoming meetings to help make sure everyone is on the same page with terms, resources, research, etc.

III. Review and discuss update of 2010-11 ESL/Basic Skills Action Plan

- Allison distributed the 2010-11 ESL/Basic Skills Action Plan template to the committee that she just received from Dorothy on 11/25. She was informed by Dorothy Smith that LATTTC received an allocation of \$139,000 for the 2010-2011 fiscal year to implement our action plan. However, Dorothy informed her that approximately \$60,000 has already been spent. This updated action plan must be approved by our committee and sent to the Academic Senate for approval and signature of AS President and LATTTC President. The current deadline is Dec. 10.
- Since the deadline to the Chancellor's office is before the next AS meeting, the committee requested Deborah to ask for an extension

- Deborah mentioned that if LATTTC along w/the LACCD is awarded the Achieve the Dream program, LATTTC will have to give LACCD 5% of its Basic Skills budget to the district for administrative coordination of that program, as this program is focused on student achievement and improving basic skills
- Deborah mentioned that LACCD spends \$100 million on basic skills every year and has seen very little improvement or outcomes for this investment. She recommended that the committee focus on 1 or 2 things that will make a difference in improving students' basic skills and are winnable for the committee to have some success to build upon. She suggested that we identify what is working but might need to be expanded and identify things that are not working and change them.
- Diane asked for information on what the \$60,000 has been spent on and also what the funds were spent on in previous years (main budget categories)
- Jan suggested that the committee tackle the issue of Assessment, as it impacts students' success in so many ways
- Allison distributed a handout that shows some of the work done in collaboration by the English, Math, Learning Skills and Noncredit departments this past summer on assessment issues; however much more needs to be discussed and the new instruments and procedures adopted and enforced campus-wide
- Jan also shared that there was a lot of success in improving students' basic skills through the FYE program
- Allison reminded committee members that we must update the action plan (review/revise goals and tasks) and recommend the distribution of the budget into the set categories
- Members expressed the difficult task in such a short period of time at the end of the semester since many are new to this committee.
- Bradley explained that the ESL/BS plan is 5-year plan that originated in 2007. He read the original goals from a file he had on his laptop as they were not included in the current template
- Deborah informed the committee that the goals can be changed but an explanation must be made
- The committee discussed the need for an overview of the implementation and expenditures of LATTTC's ESL/Basic Skills plan (including the strategies, practices and activities conducted and the annual expenditures) so we can be more effective in our planning and implementation. With this info, the committee can review and discuss what worked, what didn't, what should be expanded, what should be changed to inform our next steps and strategies
- Jan recommended that Dorothy along w/data from Ana, provide such an overview/presentation.

Action:

- Allison will request an expenditure report from Dorothy for the \$60,000 that has already been spent

- Allison will request copies of all previously approved ESL/BS Action Plan reports with expenditure report from Dorothy and share w/the committee and post on the committee website
- Bradley will email Allison original Action Plan w/goals
- Allison will send out action plan update template w/goals integrated into it by 12/1 for faculty to review with respective departments and give input by email by 12/2
- Allison will request for the approval of the ESL/BS Action Plan update at the AS 12/14 meeting
- Deborah will ask the Chancellor's office for an extension on the submission of the updated action plan
- Allison will request a written and visual presentation on the implementation of the ESL/Basic Skills plan from Dorothy (including data from Ana)

IV. Committee Schedule

- The committee agreed to move our meeting to the second Monday of the month at 1:30pm. However, our next regularly scheduled meeting date and time conflicts w/a special Curriculum meeting. Members agreed to meet on 12/6 instead.

NEXT MEETING to review and finalize the Action Plan update on Monday Dec 6 @1:30-4:00PM, room TBA

Minutes approved 3/9/11