

## Basic Skills Task Force Meeting

### Agenda

September 18, 2007

Attendees are requested to bring the following to the meeting:

1. A copy of *Basic Skills as a Foundation for Student Success in California Community Colleges* (Please email if you do not have a copy)
2. A laptop

Please also invite a student who is interested in being involved with this taskforce.

### ***Website orientation (20min)***

Cañada Basic Skills Website-Marilyn

- Basic Skills data- Bart
- Link to the Basic Skills document  
<http://www.cccbsi.org/publications>
- Calendar of Basic Skills Taskforce meetings at Cañada
- Events-Basic Skills Training at CSM and Student Success Conference
- CSM September 28, 9:30-3:00

#### Attendees

1. President-Tom Mohr
2. VPI-Marilyn McBride
3. Dean of Humanities and Social Sciences-Katie Townsend-Merino
4. Dean of Science and Technology-
5. Dean of Counseling-Melissa Raby
6. Academic Senate president-
7. Learning Center director-Rita Sabbadini
8. Researcher-Bart Scott
9. Reading
10. Writing
11. Math
12. ESL

13. Transfer/Gen Ed
14. Workforce
15. Counseling

- Basic Skills Website-Anniqua

<http://www.cccbsi.org/Home/p/42855/Default.aspx>

### ***Self Assessment Tool (60 min)***

- [Instructions for Completing The Self-Assessment Tool](#) (handout) - Marilyn
- [Tips Drawn From Pilot Colleges' Experiences](#) (handout)- Marilyn
- Group breakout session-Begin work on assessment for sections (50 min)

[Organizational & Administrative Practices](#)  
[Program Components](#)  
[Staff Development](#)  
[Instructional Practices](#)

(hard copies of Assessment tool for each section will be provided)

### ***Reporting (20 minutes)***

- Each group will report back regarding progress in assessment
- Members of each strand will be requested to meet once before the next meeting on October 2 where they will present their progress in assessment.

“Roueche and Roueche (1999) conclude that positive student outcomes in developmental programs are more likely to occur when institutional leaders establish high standards for success, expect everyone involved to work toward achieving program goals, and create appropriate supporting frameworks for program success.” *Basic Skills as a Foundation for Student Success in California Community Colleges*