

## Basic Skills Task Force Meeting

### Agenda

November 20 (2:00 pm -4:00 pm)

1. Budget (20 minutes)
  - a. Projects from previous semester
  - b. New faculty hiring
2. Recommendation discussion (60 minutes)
3. Proposal for Basic Skills committee (15 minutes)

			Discussion
<b>1. Staffing</b>	Coordination time for Basic Skills Reading/Writing Coordinator Faculty Instructional Aide	A, B, C, D,	Responsibilities Job description Desired qualifications
	Expand Ambassador Program	A, B	
<b>2. Professional Development</b>	Staff Counselors Basic Skills Dept and faculty Develop Center for SOTL	B, C	
<b>3. Orientation</b>	Create video on-line in person	A, B	
<b>4. Instructional Programs</b>	Summer Bridge Program Accelerated Programs <ul style="list-style-type: none"> <li>• Math community</li> <li>• Writing/Reading</li> </ul> Learning Communities <ul style="list-style-type: none"> <li>• Transfer/developmental</li> </ul> FYE (Freshman Year Experience) <ul style="list-style-type: none"> <li>• Math</li> <li>• English</li> <li>• ESL</li> <li>• Counseling</li> <li>• Student Educational Plan (SEP)</li> </ul>	B, C and D	

<p><b>5. College Entrance Policies</b></p>	<p>Requirements for students who test into Basic Skills (Curriculum committee and/or Academic Senate)</p>		
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*Sample costs*

1. Five new student ambassadors (35 week semester, 10 hrs/week) \$4200 (whole academic year not including summer) \$21,000
2. Faculty with MA at Step 8 = \$ 76,000/year
3. Adjunct faculty at Step 8 = \$40,000 +office hour
4. 3 units of re-assigned time per year = \$8,000 + office hour
5. Full time instructional aide \$48000/year

*“Studies commonly report increases of five to 15 percent as an indication of success. They advocate building on these incremental changes over a long period of time to improve the long-range success measures of program completion, degree attainment, and transfer. Therefore, it is not reasonable to expect that any combination of the effective practices described in this study will create large changes in success rates in a short period of time.”*

[http://www.cccbsi.org/Websites/basicskills/Images/Lit\\_Review\\_Student\\_Success.pdf](http://www.cccbsi.org/Websites/basicskills/Images/Lit_Review_Student_Success.pdf)