

**LAS POSITAS COLLEGE
BASIC SKILLS COMMITTEE
(BaSk)
February 25, 2013
Room 2411A**

MINUTES

1. Present: Paula Schoenecker, Tina Inzerilla, Catherine Eagan, Heike Gecox, Kristine Woods, Rajinder Samra, Lisa Everett, Colleen Redmond, Brandon Byrne, Guest student rep: Kevin Lopez.
2. Minutes of January 28, 2013 approved by consensus.
3. Agenda approved by consensus.
4. The following Basic Skills Projects Midterm Progress Reports were discussed/reviewed:
 - a. Math X Curriculum Revisions (Kristy Woods)
 - b. SEPs for Special Populations (Heike Gecox)
 - c. Writing Center Coordinator (Richard Dry)

Each project is well underway with specific accomplishments/ goals for the future mentioned. Reports will be available on the Basic Skills website (located within Faculty and Staff)

5. Kristy Woods briefed the committee on the workshops taking place on “Four Conversations About One Thing”. There will be four monthly workshops/discussions taking place the first Friday of each month through May to explore issues surrounding Algebra and student success. All are welcome to attend. The presenters are Teri Henson, Kristy Woods and Ashley McHale. 1.5 hours of pre-approved staff development hours are available for each session.
6. Paula Schoenecker presented a report from Angella VenJohn regarding a discussion she and Sylvia Rodriguez had on the feasibility of doing mass emails to students. Mass emails based on criteria are possible. Sylvia and Angella will target all students repeating courses, not just English and math. They will be informed of the new repeater policy, which limits repetitions due to unsuccessful attempts (including withdrawals) to 2 x. Instructors and counselors need to encourage students to use zone mail and/or update it by having zone mail forwarded to their personal email.
7. Paula Schoenecker revisited the idea of conducting surveys within classrooms to ascertain reasons for withdrawal from math and English (for those who did not persist) or tips for success (for those that did). The committee discussed when it could be done optimally, how it could best be carried out and what we are trying to learn. Rajinder made a few suggestions and it was determined that he and others interested could continue to look into the appropriate methodology. The committee expressed interest in the following questions that may provide data helpful for determining how to best increase student success:
 - are we curious about exterior factors that led students to dropping?

- are we curious about students who are still here, repeating the course and trying to make progress?
- does an SEP help? We want to explore specific factors, but don't want to miss the greater problem by focusing on one thing.
- if the student is on academic probation, do they know why and what they can do?
- we may get responses that might indicate things we can do to address outside factors impacting their success, in addition to all that we do to adapt curriculum, pedagogy, etc.

8. The committee began a review of Class Web from a student view to determine if we have work to be done to incorporate success components such as information on repeat attempts. Can we look into whether we can put a student's attempts at a course on the drop page so they are reminded of the necessity of using resources and doing everything they can to succeed?

9. The next meeting will be on March 25, 2013.