LAS POSITAS COLLEGE

BASIC SKILLS COMMITTEE

(BaSk)

**March 14, 2012**

**Room 2411A**

*Minutes*

1. In attendance: Javi Pinedo, Ashley McHale, Michelle Gonzales, Robin Roy, Angela Amaya, Jonathan Brickman, Christina Aboud, Lisa Everett.
2. Lisa joined the committee after reporting to the Academic Senate.
3. Prepare for Basic Skills Proposals, which are due to Lisa Everett by March 23.
	1. Please remind your Divisions about the “call for proposals”
	2. Review Proposal, Guidelines, and Rubric – some modifications were made to the form based on the feedback at our last meeting. Guidelines and Rubric were drafted. Interestingly, the week following our last meeting, the state-wide BSI Coordinators listserv was filled with sample rubrics from other colleges. Lisa was able to review multiple college’s rubrics to create one for LPC, that captured some of the “sustainability” and “institutionalization” concepts that we discussed at our last meeting.
	3. Committee agreed to the following process for reviewing proposals:
		1. Chair will email all proposals out to committee members.
		2. Committee members will read the proposals prior to meeting.
		3. Committee will discuss proposals and score each as a committee on one rubric form during our meeting.
4. BSI Coordinators Workshop
	1. April 12-13, Sacramento.
	2. BSI Coordinator and Institutional Researcher will attend.
	3. Expenses covered by State
5. Next meeting:
	1. March 28, 2012 – to review Proposals