LAS POSITAS COLLEGE

BASIC SKILLS COMMITTEE

(BaSk)

**November 26, 2012**

**Room 2411A**

*MINUTES*

1. Present: Lisa Everett, Kristine Woods, Paula Schoenecker,, Jonathan Brickman, Heiki Gecox, Catherine Eagan, Collen Redmond.
2. Repeater Policy
	1. Curriculum Committee – Revisions to District Board Policy on Course Repetition
		1. BaSk reviewed Draft 3 10/5/12 and discussed its meaning.
		2. Student representatives discussed need for students to understand the upcoming changes.
	2. Equivalency printout from Banner
	3. Math Equivalency Table
		1. BaSk reviewed table. Discussion followed. Both LPC and Chabot math departments agree that enrollment limits for math will follow the following pattern:
			1. Math 55 (3 enrollments); Math 55a (3 enrollments); Math 55b (3 enrollments). These 3 courses are separate courses, therefore students will have 3 attempts at each.
3. Early intervention initiative with Repeaters
	1. Repeater Policy for STUDENTS
		1. Math has drafted language around this will appear on all math syllabi starting Spring 2013. BaSk requested that math share this language with committee so that it may be adapted for use with all Basic Skills courses.
		2. BaSk would like to see repeater/enrollment limit language on all basic skills’ syllabi.
	2. Getting the policy on all basic skills syllabi
	3. Seriousness of enrollment attempt campaign ideas:
		1. Suggestion - Program Planning (aka orientation) for 1st semester students include info on this, plus time mgt.
		2. Suggestion - basic skills math classes have students fill out time mgt schedule.
		3. Suggestion – HS Senior Parent night
		4. Suggestion – Second Attempt Interventions .
			1. Angella VenJohn needs help getting data about 2nd attempts, maybe BaSk can assist here.
			2. Create interventions for time of enrollment, at week 5, at W/Drop time.
			3. Can Banner / Class-web have “pop ups” about attempts when students enroll, drop, or reenroll?
			4. Can Banner include the following for students when they view their schedule: Number of units x 2 = study hours. Right now, students have to work really hard to find this info. Make it up front.
			5. Can we create an automated email to send out to students at time of 2nd attempt? (rather than 3rd attempt). Send out email at beginning of 2nd week of semester (before NGR date).
4. Algebra Review Course in the works
	1. Rationale: get students to assess into higher level of math, thus shortening the developmental math sequence for basic skills students.
	2. Math100 Algebra Review (1 unit) NonCredit
	3. Planning for Spring 2014
	4. HS students and current LPC students will be target population.
	5. Put up posters in Assessment Center.
	6. Course will be open entry/open exit; 8 weeks max; $20 materials fee.
	7. Will work for Math 107 > 65>55.
	8. Challenges:
		1. Change District or LPC policy about reassessing. Dr. Noble is looking into where policy resides.
		2. Student would complete Math 100 and then IMMEDIATELY take assessment. So, scheduling assessments is a challenge.
		3. Math X Classified Assistant is needed.
		4. Math teachers need to be certified with Accuplacer??
5. Basic Skills Committee Chair position available starting Fall 2013 (2 year position)
	1. Letter of interest due to Janice Noble by 11/30
6. Good of the Order
	1. Midterm Report for Institutional Projects in progress due February 11, 2013. LE will send out email to project coordinators regarding this. BaSk will review these reports at its February 25, 2013 meeting.
	2. Committee requested that list of all Practitioner Projects and Institutional Projects be posted on BaSk website. LE will post.
7. Next meeting: January 28, 2013

WORK TO BE DONE:

LE: Talk to Jeanine Methe about Banner, automated email to 2nd attempters, and BaSK money to support technological changes necessary.

 Email Institutional Project coordinators about February Progress Report.

JB: Draft Banner language

KW: Syllabi Language to share with committee.