

### BSLCAC Meeting Minutes, 8/22/11, 1-3pm

**Present:** Joseph Carter, Jeff Tagami, Shirley Ancheta, Ekua Omosupe, Maggie Paul, Rod Norden, Gerri Dayharsh, Dianne Sigman, Adela Najarro, Charlotte Achen, Victor Ramos, Anya Finke, Vicki Fabbri, Jennifer Cass, Robert Reed, Enrique Buelna, Gabby Rodríguez, Margery Regalado, Joe Ribeiro, Debora Bone, Deborah Shulman, Cathy Díaz, Nicole Crane, Nancy Phillips, Luz María Cardona, Beth Regardz, Ed Braunhut, Anna Zagorska, Yasmina Porter, Brian King, Victoria Bañales.

1. **Welcome Back!** Brief salutations and introductions.
2. **Conference Announcements:**
  - “Basic Skills Symposium”: tentatively scheduled for Friday, September 30, 9-3 @ Cabrillo. 3CSN has proposed this event and will include participants from Gavilan, Hartnell, MPC, and Cabrillo. More information to follow. Flex credit available.
  - “Teaching 21<sup>st</sup> Century Students: Fostering Postsecondary Success for ALL Learners”: June 8-10, Seaside, CA. Event will be hosted by the Lumina Grant and includes participants from CSU Monterey Bay, Hartnell, and Cabrillo. Conference proposals are currently being solicited. For more information, contact Adela Najarro, [adnajarr@cabrillo.edu](mailto:adnajarr@cabrillo.edu).
3. **New Basic Skills Reporting Requirements:** Victoria Bañales discussed recent changes in Basic Skills reporting, effective this term. Whereas before colleges were expected to submit detailed yearly Action Plans in addition to Expenditure Plans, the new requirements are data driven and include (among other things) the following new/revised documentation:
  - Yearly Action Plan listing 5 effective practices; must be linked to expenditures only and include new sections on measurable outcomes and effectiveness
  - Narrative Summary and self-evaluation of ARCC data regarding our Basic Skills Success and Improvement rates since 2007
  - Data reports and analysis of two selected activities
  - Yearly Expenditure Plan in addition to End-of-Year Expenditure Reports for all prior BSI years
4. **2007-2010 Basic Skills Completion and Improvement Rates for Credit Courses:**

**Narrative Summary:** The council reviewed Victoria’s draft of the aforementioned document, which (as mentioned in item 3) is now required by the Chancellor’s Office (see attachment). The Council reviewed ARCC data, looking at success and improvement rates for Cabrillo’s Basic Skills, including math, writing, reading, and ESL.

In sum, Cabrillo witnessed a 1.5-0.8% increase in combined/averaged success rates but a 2.9-1.1% decline in Improvement rates. The Council provided helpful feedback for document revisions in addition to raising a series of excellent questions about the ARCC data figures, including: what were the success/improvement rates prior to the BSI (so we know what we're comparing the 2007-2010 data to)? How does Cabrillo factor in comparison to other colleges? How is the ARCC data compiled (does it include all Basic Skills students)? What are the goals that the Chancellor's Office is looking for? Is the Chancellor's Office going to provide training for interpreting data (how do we interpret a 1% increase, for example)? Is four years enough time to see radical changes in our success/improvement rates? What about other, complex issues that might have had a negative impact on rates, such as the larger budget crisis and cuts to instruction and student services? Victoria will be traveling to Sacramento for the Basic Skills Coordinator Workshop next month where she hopes to get answers to some of the Council's questions and queries and also gain a better understanding of the new reporting requirements.

#### 5. **Learning Community Updates:**

- **SMP:** Victoria reported that SMP had a successful summer (with 100% success and retention in Victoria's class); however, the program had to cut 1 cohort due to lack of enrollment. Nonetheless, the program flowed smoothly and included a lovely mixture of high school and Cabrillo students.
- **Puente:** Adela Najarro reported that Puente is completely full. All registered students fulfilled their required meetings in order to enroll in this program. The program reached its capacity early last semester; waitlisted students were referred to STARS and ACE.
- **ACE:** Beth Nelson reported that ACE is completely full with waitlists for all cohorts. In addition, Vicki Fabbri, new ACE program director, provided an update on the ACE transition, given that the grant period is expiring this September. The majority of support staff is going away, including the ACE office beneath the Library, as Cabrillo moves to institutionalize the program. Various projects are underway to try to make the transition as smooth as possible, including taking over the recently vacated 501 building (former BELA division office) in order to create a Learning Communities office/location where students could get information on all LCs. ACE is working closely with STARS to see how we might support our joint efforts and meet our staffing needs. The office of Instruction has agreed to fund student work study position(s) to provide some relief and support due to the termination of ACE staff. Vicki reported that the ACE program has many excellent and trained student workers who could readily fill this role. Vicki also reported that she is still working on getting dedicated classrooms, which will help make the scheduling of ACE classes less laborious.

- **STARS:** Eric Grabiell reported that the program is doing well in its second year and that STARS will be piloting an experiment next year to determine the impact of the summer bridge component and whether or not STARS should continue with its existing model; therefore, at least one cohort will not include a summer bridge component. The data will be significant in figuring out how to best institutionalize STARS.
  - **REAL:** Joseph Carter reported that there will be no REAL LC offering this semester, but that REAL will return in the spring 2012 (with Winnie Baer and Maggie Paul teaching it).
  - **The Stroke Center:** Debora Bone from the Stroke and Disability Learning Center introduced herself, talking about the Center's past rich history with Learning Communities and sharing her interest in collaborating with BSLCAC. Welcome, Debora!
6. **Learning Communities Interest Form** (for students): Victoria distributed copies of the aforementioned form, letting members know that this form is now posted on our website ([cabrillolearning.org](http://cabrillolearning.org)) for students. Students who are interested in joining a Learning Community can fill out this form and submit it online. Eric Grabiell (STARS) is responsible for checking for form submissions. Students can also submit hard copies by delivering the form to a designated box in Counseling.
7. **Learning Communities Interest and Proposal Form** (for faculty): Originally created and circulated last semester, Victoria shared an updated/revised version of this document (see attachment). The revisions were approved, and Victoria will post the form on the website, and, as soon as the new CCFT contract language for learning communities is revised, Victoria will add a link to the contract language. Faculty interested in proposing a new LC or teaching in an existing LC will be able to complete and submit this form for consideration.

Meeting adjourned at 3pm; next BSLCAC meeting TBA.