Basic Skills Meeting Agenda
11/17/09  3:00-4:00pm  3-104

1. Learning Communities Coordinator and Basic Skills Coordinator  10 min

What are the differences between the LCC and the BSC? Next meeting: Review job
descriptions. Plan to create more learning communities (in ESL, ECE, Honors...). Currently there
are a lot of different options with different names - confusing for students. Some go off-track
(e.g. Student Success in the Evening). LCC would oversee basic skills and non-basic skills learning
communities. Connected to Center for Innovation and Excellence in Teaching and
Learning?
Cabrillo hiring a full time LCC using Title V funds
Future of FYE? Sufficient counselors to teach CRER courses?
What if there is no Basic Skills Coordinator?
• Would Basic Skills Counselor step in? Bad precedent, a lot to fold in?
• Would administrators take over?
• Would duties be divided up among committee members?
• Should the BSC be on so many committees? Should those duties be spread around?
Problem: we create positions and programs using soft money, but how do we sustain the
programs we set up?
How do we make Basic Skills efforts campus wide, reach more people, coordinate with other
efforts (such as the honors program?). Students fall into multiple categories (Basic skills,
Transfer, Honors, etc.)

2. Discussion of Counseling Position  20 min

Presentation by Carla Stoner-Brito: job posting, duties, activities. CRER courses, 1-on-1, SEPs,
outreach, students, intrusive counseling, transfer visits, new C-REG orientations
Visited all Basic Skills classes Spring 2007. Do something similar for ESL classes?
Positive feedback from faculty and students in learning communities
Counselor brings: big picture view, contact with students, contact with faculty, contact with
student services. Key for planning.
What have we done that has worked? What hasn’t? Not just for counseling, but for all Basic
Skills projects?
Consensus: counseling is an essential piece for Basic Skills students. What duties/activities best
serve our students?
Suggestions: visit ESL classes, C-REG group orientations for ESL, directing ESL students into
appropriate Math and Computer course pathways

3. Feedback from flex-day learning communities workshop  15 min

Collaboration time has 2 aspects: curriculum development (beginning/middle/end) and
checking in about students (weekly)
Counselors in classes works well
Ideal pathways
Transfer level learning communities
Basic Skills classes paired with transfer level content classes: for Crossing Borders it worked well
for 836, not so well for 826
Assessment/Grants: Bart offered to help with pre- post-surveys
What is the future of FYE?

4. Other

Recoding ENGL/READ 836 as Basic Skills
English faculty voted 5 to 2 to keep it as is. Students receive credit but can’t use to transfer.

TBA Orientations: difficult to manage, but important to get students into Learning Center and Library. Crucial piece, should be promoted, TBA hours should be kept in courses.

Topics for next time:
- Basic Skills Coordinator job description: divide duties
- Strategies for reaching a broader audience
- Potential joint meeting between honors and basic skills committees
- Strategies for expanding counseling services for ESL
- Communicating changes in ESL sequence to Counseling