LAS POSITAS COLLEGE

BASIC SKILLS COMMITTEE

(BaSk)

**January 28, 2013**

**2:30-4:30pm**

**Room 2411A**

*AGENDA*

1. Present: Lisa Everett, Tina Inzerilla, Paula Schoenecker, Catherine Eagan, Angella VenJohn, Kristine Woods, Colleen Redmond, Brandon Byrne.
2. BaSk Committee Chair
* Paula Schoenecker will be early replacement and chair for the next 2 years
1. IT/Class-Web/Banner limitations and opportunities related to communicating repeater policy and support resources to students.
	1. Lisa met with Jeanine Methe and Stacy Followill and shared what’s possible (and what’s not).
		1. Banner does not support pop-ups, screen reader issues, etc.
		2. Banner can change around the links, more, rename, etc. For Example:
			1. Ex: When a student logs on, you could have a prompt of “Are you taking a class for the second time?!” When you click to open that page it could provide what we want.
			2. Under the Registration page, it can say “You are repeating this class for the second time….”
			3. Adding/Withdrawing from a course: Repeater Policy
			4. Unit/Homework time calculator
		3. Any changes would be District changes (at Chabot Paulette is Sylvia’s counterpart)
		4. Class Web is not student specific.
		5. Banner can not do a survey. Zone portal can do a survey.
	2. Emails to students
		1. Classweb can do an automated email to students. “SARS call”
		2. According to IT, you can dictate the criteria for a mass email to LPC students
			1. For all students repeating… at this point in the semester… and send out a generic email out to all students with this criteria.
			2. all students who have withdrawn from a class at is point, send a request to fill out a survey.
			3. Every student in a high risk class are targeted with a Successful Student Behavior Guidelines
			4. Need approval from Silvia to run this report on a regular basis. (Jeannine Methe says it is technically possible.)
		3. One work around Banner: consider having departments include a survey (for credit) that gathers information. One for repeaters, one for first time students. Goal is to collect information and inform students of free services and Successful Student Behaviors they can encorporate.
2. Review Board Repeater Policy BP4225
3. Review Administrative Policy for Course Repetition AP 4227
4. Working policy language into “student friendly language”
	1. Math Department Example (see example)
		1. Wording included in all math syllabi – basic skills and transfer. Included an equivalent courses table. (Banner has been updated to reflect correct equivalencies.) (Department and Dean highly recommend inclusion.) Email sent out semester and again two weeks before the start of the semester.
		2. Fourth Attempt petition is now available online on Classweb under Counseling Forms
			1. We could have a mandatory survey be part of this form and process.
5. BaSk Goals and timeline
	1. Repeater Policy
		1. Repeater Policy: Have all syllabi and department websites (if exist) on campus include “student friendly language”.
		2. Town Hall Announcement to introduce the topic. Make a connection regardless to the upcoming “W” date. (Lisa to contact Sharon)
		3. Email from BaSk to all faculty to ask for inclusion.
		4. Follow up email from Dean and/or lead faculty
		5. Repeater Policy included at all orientations and probation workshops. Counselors to have on hand flyer with policy and successful student behaviors. (Kristy for math specific, generic Angella)
	2. Investigate including a short survey with the petition to repeat a course for a fourth time regarding why students have not been successful in prior attempts. (Angella or Paula)
		1. ASLPC: consider how to involve students in communicating how they were successful in classes.
	3. Classweb
6. Include the repeater policy SOME WHERE. Log in as a student at the March meeting to look at placement.
7. Basic Skills Project Midterm Progress Reports due to Lisa Everett by February 11, 2013.
	1. Math X Curriculum Revisions (Kristy Woods)
	2. Embedded Counseling (Angella VenJohn)
	3. Tutorial Center (Pauline Trummel)
	4. Puente English 105 (Michelle Gonzales)
	5. SEPs for Special Populations (Heike Gecox)
	6. Writing Center Coordinator (Richard Dry)
8. Next BaSk Committee meeting (4th Monday of the month, 2:30-4:30pm):
	1. February 25 – Review Basic Skills Project Midterm Progress Reports
	2. Invite VP Diana Rodriguez to discuss impending matriculation changes? Yes. Based on conversation, continue budget conversations.