

BSI Committee Meeting

Minutes

Attendees: Cleavon Smith, Basic Skills Initiative Coordinator; Dmitry Zhiv, Basic Skills Math Instructor; Chris Lebo-Planas, English Instructor; Jose Martin, Bonita Schaffner, Dean of Instruction

Agenda item: November and December Action Deadlines **Presenter:** C. Smith

Deadline: Form Steering Committee **Presenter:** C. Smith

Discussion:

This has been established. Dean Schaffner pointed out that Instructor Winer may be out for much of the spring semester, so we'll be looking for someone to fill her position.

Also discussed the nature of P. Coil's work with the committee—whether it would be overtime or identified as a part of her classified staff duties.

Action items

	Person responsible	Deadline
1. Write to Instructor Winer to get her intentions for joining the committee.	1. Cleavon Smith	1. 11 Nov 09
2. Check with Classified Union for contract issues around committee	2. Bonita Schaffner	2. 17 Nov

Deadline: Lobby for voting membership of Academic Senate and Department Chairs **Presenter:** C. Smith

Discussion:

C. Smith has brought up the idea before the Senate and with individual chairs. There will need to be an amendment to the by-laws of the Senate and the Department Chairs will have to vote on it. This will be re-addressed in January.

Action items

	Person responsible	Deadline
Ask to include the item on the last Senate meeting of the term.	C. Smith	17 Nov 09

Deadline: Host Community Engagement Forums **Presenter:** Group

Discussion:

Listed groups to contact for two separate forums—one for 17-25 year-old students and another for adult returning students. List includes: YMCA, Berkeley Unified, Emery Unified, Albany Unified, Department of Rehab, United in Action, West Berkeley Alliance (BOCA, Pastor Mike McBride), Alameda Department of Social Services, L'chiem Mental Health, Jewish Family and Children's Services, Berkeley Mental Health, Catholic Charities, EBACY, Latina Center, Asian Health Services.

Action items

	Person responsible	Deadline
1. Contact organizations and individuals to survey best possible times for hosting forum.	1. C. Smith	1. 19 Nov 09
2. Committee members to forward contact information to C. Smith.	2. Committee Members	2. 17 Nov

Deadline: Develop Instructor Advisory Program **Presenter:** Group

Discussion:

Discussed who would be the students in the program—first year students or continuing students. The decision was to serve the first year students and provide better support to the mentoring program being developed to serve the Persist program.

Recruitment was another point of discussion. Ideas for recruitment are 1) the orientations, 2) counselor referrals, 3) English 269 and Math 250/253 courses, 4) EOPS/CalWorks.

Details of the advisory to be developed at later meetings.

Action items	Person responsible	Deadline
1. Draft details and objectives of advisory for committee review.	C. Smith	23 Nov

Deadline: Support grant-seeking efforts **Presenter:** C. Smith

Discussion:

Agreed to proceed with membership to the Foundation Center for the Foundation Directory Online – Professional rate. (\$1895)

Action items	Person responsible	Deadline
Email Terry Tricomi for information on the process for subscribing to the Foundation Center Directory Online.	C. Smith	12 Nov 09

Deadline: Create catalog of services available to students on and off campus **Presenter:**

Discussion:

Discussed the goal of the catalog was to help students receive aid rather than to introduce students to a bureaucratic process. To that end, we want to collect existing catalogs and from those find the most effective and least bureaucratic organizations to which we can refer students for services on and off campus. The action items below refer to the specific areas for which members will collect catalogs.

Action items	Person responsible	Deadline
1. Mental Health Services	1. J. Martin and C. Lebo-Planas	24 Nov 09
2. Welfare/Housing		(for all)
3. Childcare	2. D. Shiv	
4. Crisis Center/Bereavement	3. A. Lemma	
5. Disability/Vocation/Vet Rehab	4. C. Smith	
	5. P. Coil	

Agenda Item: Draft Faculty Inquiry Group proposal guidelines and **Presenter:**

Discussion:

Discussion tabled to future meeting.

Action items	Person responsible	Deadline
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12/10/2009

Next Meeting: 24 November

Discussion:

- **Student Services Catalog**
- **Instructor Advisory Program**