

MEMORANDUM

To: BCC President
BCC VPI
BCC VPSS
AS President

From: BCC BSI Steering Committee

Subj: Basic Skills Initiative November Update

October/November Deadlines

1. Steering Committee (**item completed**) - committee formed
2. Lobby for voting membership of Academic Senate and Department Chairs (**item completed**) - at 14 October Senate meeting I announced our hopes for membership. Members present expressed support. Process for AS amendment will be initiated in early spring and brought before department chairs for a formal request then as well.
3. PACE Support (**item completed**) - We currently have 1 classified Instructional Assistant supporting PACE math courses and working with PACE program director to identify English support for the Spring.

November Meetings/ Events

1. Title III Director – Reviewed Action Plan and Budget during handover of fiscal oversight to the director from the dean.
2. UCB Center for Educational Partnerships – Discussed how to use their college tools website and relationships with local high school counselors to create better relationships and articulation with local K-12 districts.
3. Summer Academic Bridge – Identified students and drafted objectives of summer program.
4. YMCA Teen Center – Discussed possible academic and volunteering collaboration opportunities.
5. Service Learning – Meetings with Instructor Matthew Freeman and Trustee Gonzales-Yuen to discuss creating an institute for civic and community engagement at BCC.
6. Persist Open House – Persist program coordinator and team conducted informational session for BCC
7. ESL Spring Orientation – Working with ESL Department Instructors to create spring orientation series of workshops and events specifically for ESL but open to all students.
8. Producer’s Club – Discussed possibilities of using members of the club for ongoing videographer needs of the Steering Committee and the desire to link the club with a learning community to support Multi-media and Basic Skills.
9. ASBCC – Shared details from the latest CCCSE survey and agreed to collaborate in future surveys and focus groups on student engagement using a combination of student tabling and CCCSE/SENSE data collection.

December Deadlines

1. Advisory Program (**item in progress**) - VPSS provided great input in regards to determining the best model. Asking VPI to put in request with the district to identify critical courses in basic skills program that the advisory program will target.
2. Foundations Center (**item completed**) - Title III program director has submitted requisition for check to pay for Online Database Subscription service
3. Student Services Catalog (**item in progress**) - Working with steering committee and VPSS to collect on and off campus support services for students. Areas of focus include:
 - a. Mental Health
 - b. Welfare/Housing
 - c. Childcare
 - d. Crisis/Bereavement
 - e. Disability/Vocational/Rehab/Vet Services
4. Community Engagement Forums (**item in progress**) - may postpone this to January. Committee members have compiled a list of potential community leaders and organizations to invite to the forums. Leaning towards touching base with these individuals in the next few weeks and holding a more formal forum in mid January.

Upcoming December Meetings/Events

1. Service Learning Meeting (Dec 1) –
2. UCB Center for Educational Partnerships (Dec 2) – drafting detailed plans for collaboration
3. Academic Senate (Dec 9) – Presenting End of Term Update
4. Department Heads/ CTE Meeting (Dec 11)
5. Persist Final Project Presentations (Dec 17)
6. ASBCC (no date scheduled) – follow up to outreach conducted by AS.
7. ESL Orientation (no date scheduled) – finalize plans for Spring 10 Orientation Series.
8. Producer’s Club/Multimedia Arts (no date scheduled)