

Basic Skills & Learning Communities Advisory Council (formerly ACES) Meeting Minutes

October 11, 2010, 2-3:30pm

Present: Sesario Escoto, Helene Jara, Joseph Carter, Sheryl Kern-Jones, Deborah Shulman, Debra Spencer, Wanda Garner, Topsy Smalley, Marcy Alan Craig, Rick Fillman, Nancy Phillips, Susanne Muszala, James Weckler, Diego Navarro, Jason Malone, Ekuia Omosupe, Beth Nelson, Nancy Fetterman, Anna Zagorska, Rachel Mayo, Victoria Bañales

1. **Fall Learning Community “Open House” Outreach Event:** Victoria passed around flyers for our first fall LC “open house.” The event will promote our basic skills LCs (Puente, ACE, SMP, REAL, STARS). Our target audience is continuing Cabrillo BS students in addition to local high school students. There will be two events: one in Aptos (10/25) and one in Watsonville (10/27). Please see the attached flyer, distribute in your courses (especially if you are teaching an English or Math 200-level basic skills course), and spread the word. Our hope is to offer these events every semester (fall/spring) to recruit more students into our growing LCs.
2. **College and Career Night:** an inquiry was made at the meeting regarding whether or not LCs would have a table for College and Career Night (Monday, Nov. 1, 6-8pm). Sesario Escoto will send word to appropriate persons to arrange for a table. Committee members agreed that all LCs should be together. Victoria Bañales will solicit volunteers at this Wednesday’s LC Outreach committee meeting to make sure we have enough LC reps available for C&C night. (If you are interested in volunteering or already plan to table for an LC, please get in touch with Victoria.)
3. **BRIC/TAP:** Rick Fillman reminded the group that Cabrillo has access to additional consulting hours from the BRIC/TAP team that visited with us in Sept. The goal is to help us identify which types of data are useful to us and how to use such data to support the success of our basic skills students. Victoria Bañales will get in touch with Craig Hayward and the Basic Skills sub-team to determine follow-up steps.
4. **LC Updates:** Beth Nelson clarified that ACE will still be known as DBA for at least one more semester. This decision was made to be consistent with the college catalogue.
5. **Professional Development:** Victoria Bañales announced that our professional development funds are dry due to recurring budget cuts; however, thanks to Title V funds, Sheryl Kern-Jones announced that Title V will be funding the following On Course professional development opportunities:

- a. On Course I: this training will take place at Cabrillo during spring FLEX: Jan. 31-Feb. 2. Up to 50 people may register.
 - b. On Course II: this training will take place in San Francisco: Oct. 21-24. Title V will fund up to 10 people. Please get in touch with Sheryl asap (shkernjo@cabrillo.edu) if you have already completed On Course I and are interested in attending the SF On Course II training. There are still some slots available.
 - c. On Course National Conference: this event will take place in Long Beach in April 2011. There may be funds available to fund this event, although it's not guaranteed. Please get in touch with Sheryl if you are interested.
6. **LC Directory:** Sheryl Kern-Jones announced that she is putting together an LC listing for the phone directory. This will make it easier for students, staff, and faculty to find a particular learning community without having to hunt for each LC separately. If you are an LC Rep, please let her know how you would like your listing to appear.
7. **ACES Evolution and Name Change:** the committee discussed two new possible names and models for our evolving organization:
- BSAC & CLC: under this model, the umbrella organization would be Basic Skills Advisory Council (BSAC) with Cabrillo Learning Communities (CLC) as a sub-committee and subset of BSAC. Our central focus would be basic skills with the understanding that learning communities forms a main part of our broader basic skills initiatives for student success.
 - BSLCAC: under this model, the recognition is that both Basic Skills and Learning Communities are equal parallel processes that often intersect. Therefore, rather than creating a hierarchy and subsuming one under another, both are equal, and the council would consider them as two halves that form a whole. The umbrella organization, Basic Skills & Learning Communities Advisory Council (BSLCAC), would include the following two halves or bodies: 1. Basic Skills and 2. Learning Communities.

After a rich discussion that included pros and cons of both models, and after reviewing portions of Cabrillo's BSI 5-year Action Plan, the committee voted in favor of the second option. Therefore, this committee will now officially become Basic Skills & Learning Communities Advisory Council. We will also now be an "advisory council" (not a steering committee).

One important topic of discussion was whether or not to be inclusive of other types of learning communities, particularly non-basic skills LCs. Following a rich debate, committee members agreed that BSLCAC can be inclusive (i.e., invite reps from other programs to join us, include non-BS LCs on our website, etc.) while still maintaining our primary focus on basic skills LCs. Funds will continue to be used to support BS programs only.

8. **New Membership & Meeting Guidelines:** members agreed on the following:
- Members who have not been active in the organization (i.e., those who do not attend meetings or those who have rarely attended meetings) will be deleted from our listserve as of now. (If you are one of these people, this is the last round of minutes you will receive. Should you be interested in keeping up with our discussions, you may visit our website, cabrillolearning.org, to download our minutes.)
 - It was decided that BSLCAC will include # of reps from the following areas: 2/English (chair + rep); 2/ Math (chair + rep); 1/ESL; 1/Reading; 1/Learning Skills; Learning Centers (1 for each); Learning Communities (1 for each); 1/A & R; 1/Financial Aid; 1/Counseling; 1/Assessment; 1/Outreach; Deans: Student Affairs, BELA, NAS, Educational Centers, Matriculation (note: other possible reps: CTE, Library, & PRO). (As we decide who will represent the above areas, we will again revisit/renew our e-mail listserve.)
 - Members agreed that BSLCAC will meet (minimum) once/semester and split our meeting in two: the first half would be dedicated to broader basic skills issues, while the second half would be devoted to learning community agenda items. Some members could attend one or the other (depending on their areas of interest or expertise, while others would attend all). (Each subgroup would, of course, probably meet more than once.)

Members voted to endorse the above changes, and the meeting adjourned at 3:40pm