

BSI Steering Committee Meeting  
Minutes  
5/4/09

Finalize 2009-10 BSI Action Plan

Attended: Diane Belair, Marybeth Buechner, Albert Garcia, Ginnie Gessford,  
Susan Griffin, Alan Keys; Cary Martensen, Holly Piscopo;  
Rhonda Rios Kravitz; Debbie Van Sickle

The 2009-10 Action plan was reviewed. The committee decided to continue with the projects that were proposed for the year, with some minor changes that won't impact the budget for 2009-10:

- The ESL faculty who receive release time to work in the Writing Center need to receive .267 release time (rather than .20 as is noted in the action plan) due to the way their courses are scheduled. This will be approximately \$10,000 which will be paid for with prior years' BSI budget balances.
- We plan to still offer stipends to the discipline coordinators. The amounts weren't finalized. We need to have job descriptions of what the coordinators are doing. It was suggested that we establish a rubric for varying amounts of stipends depending on how many tutors are being funded through their areas. It is anticipated that the \$6,000 will still be used for the stipends, but may be allocated differently.
- The Math Dept. wants to offer BSI tutoring during the summer with the remainder of this year's allocation. Ginnie will check with the VPA's office to determine the logistics of doing this.
- Develop job descriptions for all BSI funded staff/faculty/tutor positions.

We have \$21,719 that was not allocated. The following projects were suggested:

- Offer more in-class tutors for reading and writing, 4 additional sections = \$3,231
- Additional .20 release time for Counselor = \$21,719
- Purchase 1 - 3 PC Tablet PCs for Math online/hybrid basic skills courses
  - Purchase 12 more Tablet PCs for Math online/hybrid basic skills courses \$1,600
  - Purchase 2 more Tablet PCs for Math online/hybrid basic skills courses \$3,200
  - Purchase 3 more Tablet PCs for Math online/hybrid basic skills courses \$4,800
- Provide services to the outreach centers
  - In-class tutors for 4 sections of basic skills level courses \$3,231
- Faculty mini grants
  - \$500/person or \$1,000/group (CRC model)
  - SCC Foundation Mini Grant Model
- Stipend to develop BSI Website = \$1,000
- Upgrade Math 27 Lab = \$21,719

It was decided that the committee would prioritize the items suggested for funding via email. The list will be sent out on 5/5/09 and the committee will have one week to respond.

The Steering Committee will meet on Friday, May 15, 2009 at 3:00 in RN 258 to begin conversations about the 2010-11 BSI Action Plan; which will be submitted to the state on October 15, 2009.