After a brief discussion, the committee agreed to send the memo we have been drafting regarding implementation of the Basic Skills Recommendations for a Collaborative for Teaching, Learning, and Student Success in Basic Skills passed by the Academic Senate in Spring 2006 (see attached).

The committee then discussed alternate names for the committee. The term "Basic Skills" may be seen as insulting, because it suggests that students in basic skills classes are somehow "basic."

Possible alternatives: Foundational Skills; Academic Skills
We are looking for a relatively short title, possibly with an appropriate acronym. The committee will circulate various possibilities with the hope that one will emerge as the obvious winner over time. In addition, we are considering a student poll to see what students think these classes should be called.

The committee focused the bulk of the meeting on details of implementing the Basic Skills Recommendations. These include:

- Composition of the Collaborative
- Job Descriptions for the co-coordinators and the classified staff attached to the proposed Collaborative
- Hiring procedures for these positions
- Office space for the Collaborative

Curt Sanford, Mabel Michelucci, Sara Peterson, and Anastasia Fiandaca agreed to begin drafting job descriptions.

Maria Rosales-Uribe agreed to research hiring issues.

The committee encourages input in this process. Please send your comments or suggestions about these notes, the work of the committee, or the Recommendations directly to the listserv (BasicSkillsCommittee@ccsf.edu) or, if you are not on the committee, to Hal Huntsman, co-chair.

If you would like to see a copy of the recommendations mentioned above, go to: http://www.ccsf.edu/Services/LAC/TeachingLearning/bsrec.html.