Present: Eloise F. Cantrell, Lilamani De Silva, Leslie Milke, Frances Nguyen, Luz Nunez, Maury Pearl, Zoila Rodriguez-Doucette, Sandy Thomsen, Debbie Wong

Absent: Cathy J. Brinkman, Milena Garrido, Karen Hoefel, Joe Ramirez

1. Meeting was called to order by Co-Chair L. Milke at 12:05 pm

2. Reviewed/approved of the minutes of November 5th, 2009.

   MOTION TO APPROVE MINUTES with a few corrections:
   M/S/P E. Cantrell/Z. Rodriguez

3. Debriefing on Operational Plan Workshops:

   About forty people attended the workshops. There was a lot of work involved in the workshops. Sandy Thomsen, Debbie Wong, and Maury Pearl were commended for being so helpful during the workshops. Their assistance and information helped the workshops run smoothly. Leslie and Frances will send a follow-up memo to all who attended the workshops, reminding them of the deadlines. The guidelines for the Op Plan will be posted on the campus website. Eloise suggested offering Flex Credit to the participants.

4. Amended BSI Proposals (Math and English/Developmental Communication)

   Debbie Wong briefed the committee on the requests for Basic Skills funding. She indicated that the money requested was already approved in 2008-2009 calendar year and it was being moved to this year. The committee approved the modifications contention to be reflective on the current unit plan.

ADJOURN: Meeting adjourned at 1:00 p.m.

Next Meeting: January 7th, 2010