

<p>1. Primary Activities/Jobs of Basic Skills Coordinator</p>	<p>2. Associated Challenges</p>
<p>1. Provide leadership & coordination of Basic Skills Initiatives and activities at the college through planning, coordinating, implementing, evaluating and reporting.</p> <p>2. Serve as the liaison to Academic Senate and to campus faculty regarding basic skills. Report to Academic Senate regarding status & recommendations evolving from Basic Skills Committee.</p> <p>3. Work with the Innovation center on basic skills initiatives appropriate to on-line programming.</p> <p>4. Participate in the evaluation of basic skills initiatives and provide recommendations to the college on follow up activities or planning based on evaluation of basic skills program initiatives.</p> <p>5. Provide formal and informal reports on basic skills activities, data analysis and evaluation and possible next steps for the campus regarding basic skills program initiatives.</p>	<p>* We have a Committee Chair, an Activities Coordinator, and the VP of Academic Services; all play a role, but responsibilities and work load is not clear.</p> <p>* Currently have not scheduled regular meeting times for all 3 parties to meet, discuss and evaluate Basic Skills Initiatives or activities on our campus.</p>
<p>3. Suggested Improvements: Action Plan should clearly delineate WHO is responsible for coordinating specific activity. And action plans should identify measureable outcomes of the specific BSI activities.</p>	

Pre-Workshop Homework: Basic Skills Coordinator Description

1. List primary activities or jobs in the column to the left
2. List associated challenges (if any) to these activities/job in adjacent
3. List areas for improvement (or proposals for improvement) in the row at the bottom

1. Primary Activities/Jobs of BaSk Committee Chair	2. Associated Challenges
<ol style="list-style-type: none"> 1) Serve as primary liaison between the committee and <ol style="list-style-type: none"> a. Academic Services b. Student Services c. Academic Senate 2) Primary writer of <ol style="list-style-type: none"> a. BaSk agendas and minutes (and to follow the Brown Act rules of posting these items) b. Reports for Divisions, Academic Services, Student Services, Academic Senate, etc. 3) Request and gather necessary research for BaSk 4) Administrate the Committee goals 5) Lead the review and, if necessary, the revision of the Committee's 5 Year Goals 	<p>No single one person as "coordinator." We have a Committee Chair, an Activities Coordinator, and the VP of Academic Services; all play a role, but responsibilities and work load is not clear.</p>
<p>3. Suggested Improvements: Action Plan should clearly delineate WHO is responsible for coordinating specific activity.</p>	