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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

<p>1. Primary Activities/Jobs</p> <ul style="list-style-type: none">*Coordinate Basic Skills Advisory Committee*Coordinate with administrative representatives.*Process budget and personnel documents.*Make presentations on campus.*Represent campus (basic skills) in community.*Coordinate all details to keep the process moving forward smoothly.*Compile budget reports and take responsibility for processing/completion of the Annual Plan.	<p>2. Associated Challenges</p> <ul style="list-style-type: none">*Getting buy-in on campus, especially from "non-basic skills" departments and faculty.*Coping with uncertainty about and diminishment of categorical funds. Coping with other cut-backs that impact basic skills activities and issues.*Getting enough hours of time (whether on a volunteer basis or purchased) from already over-loaded campus faculty and staff to participate in completion of goal activities.*Weaving basic skills concerns into the institutional fabric.*Spending the BSI funds as wisely as possible. Resisting department pressure to treat as extra money without addressing priorities.
<p>3. Suggested Improvements:</p> <ul style="list-style-type: none">*With budget cuts, possibly more leeway on expenditure of funds.*Meetings like this are good. Might suggest regional meetings of co-ordinators similar to those in DSP&S and EOPS.	