

Basic Skills Committee

Thurs. January 16, 2014

2:00-3:00 Room 902

Adopted Minutes

Coordinator Melissa Reeve called the meeting to order at 2:03 pm

Roll: Isabel Anderson, Karen McCord, Melissa Reeve, Genele Rhoads Josh Scott, Chuck Spillner

- I. Approve minutes from: Oct. 1, Oct. 15, Nov. 19, and Dec. 3.
Approved
- II. Budget update
 - I. AY 13-14 allocation has decreased somewhat, to \$101,405 (down \$17, 348 from last year and from projected)
 - II. AY 13-14 Basic Skills budget will again be billed full % of salary and benefits for coordinator positions, equal to nearly our full allocation (per VP White 1/16/14).
 - III. President's Cabinet has approved covering BSI proposals approved in Spring-Fall '13 for AY 13-14 with funds from other areas of College budget to make up for \$30K overage in our budget planning prior to discovering the increase in Coordinator costs (and maybe more, not that our state allocation has decreased).

Melissa reported that IVP White supports Basic Skills Committee oversight for the BSI budget. Auditors maintain the full cost of coordinators should be drawn from BSI funds. Melissa gave IVP White the list of proposals for this year that were approved by the Committee last spring and fall. Melissa reviewed expenses line by line with IVP White, who had ideas about where costs could be applied in the general budget and she presented those ideas to the President's Cabinet where agreement was made to cover all Basic Skills proposals that were approved for this academic year. That will keep the budget allocation from being overspent this year. Melissa received news from Barbara Illowsky at the Chancellor's Office that the College BSI proportion has been reduced over \$17,000 to \$101,405, based on decreased enrollments in Basic Skills classes for the current academic year.

- III. Spring proposals
 - a. Basic Skills proposals

Generally the Committee discusses each spring how to spend the following year's apportionment. If the coordinators' cost structure doesn't change and \$101,405 continues for the next year, it would absorb the entire allocation. However, that doesn't mean there will be no budget. IVP White reported that options were discussed in the President's Cabinet and the sentiment was very strong in support of combining the Basic Skills proposal process with the campus Strategic Proposal process. The question remains on how to do that so the Basic Skills Committee could rank proposals and determine allocations. Because decisions are needed soon, Melissa made that item today's agenda priority.

Ideally, one third of the Strategic Proposal funds (approximately \$100,000 of \$300,000) would be earmarked for Basic Skills. The Committee discussed ideas and agreed on the following: send a separate Basic Skills announcement; proposals ranked by the Committee; proposals approved by the Committee would be submitted directly to the President's Cabinet, rather than through the regular process that goes to various groups. IVP White indicated in December that she would like to meet with the Committee this spring to figure out the best way to work this out and function going forward.

Melissa stated that the Educational Master Plan mentions First Year Experience but it is not clear campus-wide what the process is or the timeline for programs to become institutionalized. Under the new Basic Skills model, funds are to go to English, Math, and ESL programs where they have direct impact. Under the larger umbrella of Basic Skills, faculty in any discipline work with Basic Skills students and the whole school population has Basic Skills needs. Karen noted that Umoja conference attendance is mostly through Basic Skills funds from many colleges and the workshops address Basic Skills.

b. Strategic Proposals

- i. President's Cabinet: wants Basic Skills proposals rolled into Strategic proposal Process
- ii. VP White would like to discuss developing a way to do this wherein BSI Committee could still rank proposals and determine allocations (per 1/16 email)
- iii. What are our suggestions regarding:
 1. Total allocation for BSI proposals?
 2. Process for ranking within SPP?
- iv. SPP deadline is 2/14/14 (a campus holiday by the way)

The Committee set goals in 2012 looking directly at English, Math, and ESL and tying the budget to activities. Knowing there are Basic Skills needs campus-wide, the Committee emphasized support for all faculty and disciplines last year. Melissa queried how the Committee can continue to do so if faculty proposals are not tied specifically to Basic Skills English, Math, or ESL. If Basic Skills proposals are funded by one third of the unrestricted general budget, the funds wouldn't have to be restricted or reported in the same way and could be the opportunity in an integrated partnership with the District budget process.

The recent change in the Basic Skills budget process brought to light that the College should be spending more than \$100,000 for Basic Skills, one of three priority areas required by the Chancellor's Office. This has also initiated conversations in the President's Cabinet. While it might be more cumbersome moving proposals through the Strategic Proposal process, it may be more beneficial overall. Melissa will ask IVP White to request one third of the Strategic Proposal funds to serve Basic Skills needs and proposals should come directly to the BSI Committee. Josh suggested the parameters and specifications should show relation to student success and not be too vague. Melissa noted how the OnCourse conference inspired Professor Danielle Widemann (Science), who is now presenting successful workshops at the College. Karen related important impacts on Umoja, FYE, and other programs that should be institutionalized. She has spent much time on writing proposals each year to request money from wherever she can find it to keep the program alive. Successful programs should not have to compete for Basic Skills funds and that would also free up money for new and innovative things to enhance curriculum and continue to build the Basic Skills program. Melissa will include in her request that successful ongoing programs be funded without writing proposals again. Chuck noted he may have to write another proposal for ASC as well. Half of the ASC budget comes

from BSI. Karen pointed out that using faculty time eats up funding quickly. The recent budget change to charge the full cost of coordinators to the budget, rather than the backfill costs, increased it by \$60,000. The Committee agreed on the following proposal to present to IVP White: one third of the College Strategic Proposal funds be reserved first for BSI proposals; the BSI Committee will be the one stop for vetting, followed by submission to the President's Cabinet for approval; clear proposals can be geared towards meeting Basic Skills needs in any discipline, rather than being restricted to Math, English, and ESL; request that programs that have existed for one or more years become institutionalized and will not have to apply through the proposal process.

Melissa reminded members that administration has acknowledged they value Basic Skills work being done. Potential agreement to these few requests presents a more positive outlook for the program and budget.

V. Basic Skills eResource: The Effective Practices Database, launched Fall '13:

<http://bsi.cccco.edu/>

Melissa presented the above link on screen and explained the database compilation, launched last fall, of some of the successful programs at California colleges. The Basic Skills Initiative was launched in 2006 and although this new database is not comprehensive, many projects and programs have been around long enough and accumulated enough data to share as best practices. Melissa pointed out searchable information including: key words; types of programs; credit; non-credit; links to effective practices that show colleges in the system that can be utilized for ideas and contacts. If thinking about strategic proposals, it might behoove Committee members to browse some of the areas to see what works at other colleges. Melissa showed a few examples and recommended everyone use this resource. She queried if members might want to select areas to research and bring back to the group to create strategic proposals by the February 19 deadline. Chuck noted that Dean Peter Cammish gave a helpful proposal workshop and it would be good to have more soon to allow time to complete proposals.

VI. Anything else from the group?

Internships: Math Professor Susanna Gunther asked Melissa for feedback on the idea of developing diversity internships for math instructors and possibly other disciplines. The College has little minority diversity in any area. Karen noted that the College used to be part of a Bay Area diversity program that included stipends to instructors for mentoring and their interns. She told of one instructor who was hired here part-time after two years of internship and how this very effective program lets people become familiar with the College. The program idea was to provide teaching experience to people with academic backgrounds. Karen expressed some serious concerns about math that affect enrollment and need to be addressed. She stated the importance of looking at how to keep students by helping them be successful, rather than how to get more students. She suggested checking websites to see what other colleges do to create pathways for experience gathering and offer opportunities for interns to develop courses under mentor guidance and modeling back and forth. Melissa agreed it sounded like a good idea and better diversity is needed campus-wide. Planning is needed to get a more diverse applicant pool. Melissa will let Professor Gunther know the Committee supports the idea.

Umoja Update: Karen announced part of the program success: Spring of 2013 had a 70% success rate of Umoja students who took English 360; Fall of 2013 95% passed, only one person failed because she needed tutoring but didn't come to Umoja for that. Umoja tutoring has implemented certain things to help students succeed. Basic Skills funds were used for an embedded classroom tutor and an outstanding

volunteer was also available. Every Thursday they were in the classroom with the instructor and knew what to do outside the classroom as well. Students have told Karen how helpful that support has been. Since fall 2012, the number of student visits to the Umoja office per semester tripled to 1300. Staff is needed to keep it open. Umoja also has very helpful social work interns from Sacramento State. Melissa acknowledged the amazing job Karen has done by creating a village of support within the Umoja program and noted that is the kind of support needed in ASC. She added that some small groups, such as Umoja, are very beneficial but it is important to have central campus support rather than only compartmentalized. Karen concluded her report stating the goal last year was to pass 95% of Umoja students, but reiterated that some math faculty haven't been supportive. Melissa agreed that topic will be brought to a future meeting.

Committee Strategic Proposals Ideas: Melissa asked everyone to look at the resource link (item V above) for areas that the Committee should look at and to think about how to use that e-resource. Email ideas to Melissa and members will discuss submission of proposals by the Committee as well.

Isabel suggested that the issue and cost of books is a major concern. Students fall behind and are lost due to availability and cost. She accommodates students the first two weeks of semester with copies and has considered requiring an e-reader next fall. Karen opined that faculty can adapt to meet the needs of students to be successful. Brainstorming and creativity is needed within and across disciplines in terms of what can be done.

Summary of Basic Skills request: If the College approves the Committee budget requests, members agreed a separate Basic Skills proposal announcement should be sent campus wide noting the amount allotted, the Basic Skills long term goals, the Chancellor's Office link of sustainable and successful programs at California colleges, the new process, and an application attached. Proposers know what they want but don't necessarily know where funds come from and many will be expecting to hear from Basic Skills as in the past. The Strategic Proposal application could be used with a checkbox for Basic Skills. Melissa will work on this immediately to set the wheels in motion.

The meeting was adjourned at 3:08pm.

The next meeting will be held on February 6 from 2-3pm.