

**Basic Skills Committee**

**Thurs. March 20, 2014**

**2:00-3:00 Room 902**

**Adopted Minutes**

Basic Skills Coordinator Melissa Reeve called the meeting to order at 2:07 p.m.

Roll: Karen McCord, Melissa Reeve, Genele Rhoads, Cynthia Simon, Chuck Spillner, Connie Adams - admin assistant.

**I. Approve minutes from: March 6**

Correction: rollover is not included in the \$67,000 or more funds available for 2014-2015.

**Approved as amended - unanimous**

**II. BSI & ASC Coordinator (re-)hiring update**

Melissa related her understanding of the status of BSI coordinator positions in a message to IVP White. Laurie Gorman will verify the coordinators' terms. Melissa began as BSI Coordinator November 2012. Whether it was a three-year or five-year term, Melissa recommended it term out in 2015. The new coordinator could begin their post in spring semester rather than in fall when the annual report is due and there would be time for the past coordinator to bring the new person up to speed on things. Chuck confirmed his position as ASC Coordinator is a three-year term ending in May 2016. In 2012-2013 the math and English coordinator positions were approved for one year with the possibility of a one year extension. The terms were shorter due to budget issues and S/P Laguerre's request for productivity assessments but now it makes sense to schedule at least two-year terms. Both BSI Math and English coordinator positions need to be advertised in the next few weeks so that new or returning coordinators can schedule their classes. Last month S/P Laguerre affirmed funding for all the BSI coordinator positions. The accounting method to be used is still uncertain.

**III. Review Professional Development / Conference Travel requests**

Melissa reported most of the \$15,000 of the current year budget earmarked for professional development was never used due to the BSI budget changes that left the Committee thinking there was no more money available. Melissa requested receipts for the math conference from Laurie Gorman. Karen reported the Umoja conference expenses were around \$2000. Melissa estimated about \$4500 as the expense total for the Umoja and math conferences, leaving approximately \$10,500 available.

Melissa distributed a document of available funds, conference travel requests, and current proposals.

- George Olgin requested funding for himself and three additional attendees to the NorCal Writing Center Association Conference on April 5 at a cost of \$75 registration per person plus round-trip mileage expense. **Approved – unanimous: \$75 plus mileage expense for up to four people.**

- Lani Smith requested \$64.29 to attend the California conference on Library Instruction on April 8. **Approved – unanimous: \$64.29 for the CCLI training for Lani Smith and additional librarians.** Melissa will extend an invitation to the library faculty.
- Danielle Widemann has been a huge advocate of the OnCourse program that offers training in methods and best practices working with disadvantaged students. She gave a Flex Cal presentation and is considering a sabbatical using OnCourse. Danielle requested the \$1195 registration/lodging fee for the June training in Boston. Last year BSI funds sent some faculty to the Costa Mesa OnCourse training. Karen suggested Danielle receive \$500 for travel expense as well. Chuck noted Danielle has been offering success workshops every semester, reaching a lot of students. **Approved – unanimous: \$1195 registration/lodging and \$500 for travel for Danielle Widemann. If others are interested, the Committee approved sending up to five additional people at a maximum cost of \$1200 per person.**

Although Melissa sent faculty a request for their interest in conferences, she pointed out that faculty aren't always aware of what conferences are available and sending out specifics generates interest. Karen noted the Umoja conference will be held around June 7 and she would like to send one person. Melissa asked Karen to bring the cost and details to the next meeting for discussion.

#### IV. Review Internal (Committee) proposals for remaining AY 13-14 funds

##### V. Review Summer '14 proposals

*Umoja Summer Bridge:* Melissa noted under Assessment of Results "summer 2014" should be corrected to "summer 2013". Karen stated preliminary results showed people attending Summer Bridge did better than those who didn't. Utilizing resources and being prepared for the beginning of semester are key to student success. This will be a three-week bridge, generally four hours a day and four days a week. The Counseling 101 series includes college success, study skills, and test anxiety. DSP and EOPS support services were invited during the last week. Counseling will be available throughout, can also capture some of the continuing students, and will probably go into the fourth week to serve this bigger need. Students also need assistance with financial aid and other forms. It is too disruptive for an instructor to also be the coordinator and last year they someone else taught classes. Once students graduate it becomes very busy with high school graduates coming in. Some general population students may take only one class. Students have issues that a coordinator needs to handle. It is best to have office staff, a coordinator, and an instructor available for separate needs. It is important to move forward to have this type of funding available in a timely manner. Late decisions mean more fragmentation and students don't do the whole program. Mostly first year and sometimes struggling second year students need to work on study skills. Nutrition and an exercise program are being added. Looking at the best way to address needs, funds have been requested to provide food and book vouchers can be used as long as books are cataloged and turned back in.

Karen explained there isn't time for three-unit classes and ½-unit classes aren't available, and the English and math instructor stipends are reading, writing, and math and for enrichment assessment. The orientation counselor stipend is to go over ed plans with students and to handle other things that come up. The 40-hour proposal will give students better access. Melissa asked why a counselor is needed

when counselors are available for all students. Karen pointed out a designated counselor is needed because Umoja knows the needs of their students, counseling time has to be paid for during summer, and a designated counselor can ensure students see one and don't have to wait. Melissa suggested collaboration with First Year Experience might be an option. Genele suggested the math part could be another collaboration and part of the proposal to design something for FTEs. Members agreed Summer Bridge is a good way to get students into these classes.

**Approved - unanimous**

*Summer Math Assessment, Advising, and Review:* Genele noted this was informally approved but she added time for an additional colleague. This year will be set up as a drop-in program, letting as many people know about it as possible. The goal is to have students referred by counselors, assessments, etc. Next year a ½-unit lab course might be created. The Summer Math program will be set up near counseling or assessment, probably between 12 – 4 pm daily. The Career Center or Tutoring Center with computers could be other options. Students who took assessment some years ago need to have a new assessment at the beginning of semester so they don't drop out and have to start over. They may remember math out of high school but need a refresher. Cynthia suggested counseling needs more information because this really has to be a coordinated effort. It will be good to have someone there with the expertise to place students. Ideally students would have assessment information before counselors make their required education plan. Those details can be worked out. Genele pointed out the plan is to direct students to the right class. Most students are underprepared although some end up in a lower class and Accuplacer doesn't do a good job. Melissa liked the idea to have some continuing assessment for the beginning of semester. Genele suggested possibly creating a ½-unit course that first-time math students could enroll in and be given some kind of priority. Melissa suggested it could be promoted as a way back into math, an assessment to ease in comfortably before the semester begins.

**Approved – unanimous**

*English Lab Curriculum Development:* New lab courses are being designed to replace English 305. The SLO assessment identified it wasn't serving student needs. Following up on what students need at that level, what their issues are, and serving students who haven't taken an assessment can create a heterogeneous group in the lab environment. At the end of semester students can take the CME and see where to go next. The lab proposals have or will be submitted but, to go live, curriculum needs to be developed for them. The proposal will offer hourly compensation to write actual instructional material over the summer for labs to begin January 2015. The requested hours are commensurate to lab units.

**Approved – unanimous**

The meeting adjourned at 3:17 p.m.