

Basic Skills Committee

Thurs. April 3, 2014

2:00-3:00 Room 902

Adopted Minutes

Basic Skills Coordinator Melissa Reeve called the meeting to order at 2:05 pm.

Roll: Karen McCord; Melissa Reeve; Genele Rhoads; Josh Scott

I. Approve minutes from: March 20

Deferred

II. Review Professional Development / Conference Travel requests

Melissa distributed a document that included conference proposals approved by the Committee, a new conference proposal, a running summary of BSI proposals, and funds remaining for this year.

Melissa explained the English 360 ongoing challenges. After three years the success rate is only around 63%. By comparing Umoja's 95% success rate in English 360 it is evident the work is doable and it is the students who haven't done the work who don't pass. Motivation has been a central course theme but faculty have run out of ideas on ways to motivate students. Melissa became interested in OnCourse from a colleague at another college and from faculty here who attended and came back with rave reviews. She added an OnCourse 1 workshop to the conference proposal list and suggested OnCourse may be the next step for English and math faculty to build habits of success, motivation, responsibility, student engagement, etc.

A College team of five attended an OnCourse training in January 2013. After attending that training, Danielle Widemann completely reoriented her classroom which resulted in improved success and retention. Trainings will be held May 20-23 and June 24-27 at a cost of about \$1000 per person for conference and lodging. Melissa will check on the registration deadline and extend an invitation to faculty teaching in first-year programs. June is a good time to plan classes for fall.

Approved: OnCourse 1 June workshop for up to eight faculty. Melissa will send an announcement to all faculty teaching in math, English, FYE, Puente, and Umoja.

III. Review Summer '14 and AY 14_15 proposals

Melissa pointed out the running summary of BSI proposals and costs on the last page of the document she distributed. Three summer proposals were approved at the last meeting. Melissa conferred with the Chancellor's Office about the two other proposals submitted by Michael Wyly that weren't discussed at the last meeting. The Chancellor's Office confirmed that for both of those proposals, related to reading and writing materials for reading labs, BSI funds may not be used to supplant or replace anything originally funded by the District. Melissa copied that reply to IVP White and S/P Laguerre, who stated they will fund both proposals. Members noted it is frustrating to have to go through an involved process that should be handled by the deans. Melissa noted there is a new Vacaville lab proposal that could be funded by BSI if general funds aren't approved by administration.

Members discussed the four new proposals on today's agenda.

1. Umoja Learning Community – Karen McCord

Karen sent twenty pages of Umoja success data. She clarified that the textbooks are inventoried, loaned and returned after classes for the next students to use. BSI has funded books for the Umoja Program before but there are new books to be purchased for different areas each year. Members agreed this method could be a good way to support FYE students from day one as well. Karen continued that students need EOPS for their education. The course sequence was changed so there is no question about moving forward. Career Planning was removed, but there are still books available and it could possibly be offered as an optional class or hybrid.

Instructor stipends have been supported by BSI before. Instructional assistants aren't student workers and they have at least a Bachelor's Degree. Karen pointed out how fortunate the program is to have highly overqualified people. Melissa asked why the expenses are still separate from the College supported Umoja cost. Karen replied the College has been adamant about not funding instructor collaboration time. Part of the Umoja strategic proposal requested additional release time and funding for a full-time administrative assistant. Karen also explained the benefits of having social service interns who help with student follow-up on a weekly basis. Instructors can't leave classrooms when there is a student in crisis, but interns can be there to help. Karen noted how a student recently had a crisis and, with support from an intern, was able to return to school. Karen suggested collaboration with FYE or prison reentry people since there are twelve people from Sacramento State interested in serving as interns and more aren't currently needed for Umoja.

Josh proposed this would be the last year for Umoja to use BSI funds and next year most of the \$70,000 to \$80,000 could be used to expand programs like Umoja. Karen replied that, since the College is supporting the Learning Communities Institute, then it needs to also commit to College learning communities and coordinator release time. Josh supported the idea of creating a space where tutors are available to everyone and put all the money there. Karen reiterated the benefits to adding more support services from Sacramento State interns which would make a substantial difference in retention. Members agreed to the need for an administrative assistant, having an office open all day, and release time for the coordinator. Melissa would like these goals to be part of the effort at the Learning Communities Institute this summer. She wondered what the total combined budget is for Umoja, Puente, FYE, etc., and what might be the best way to allocate those resources to scale services up to reach more students. She has Karen and Chuck on the NSILC team this summer with the goal of discussing how ASC could be turned into an Umoja office for everybody.

Members agreed to approval of the Umoja proposal and also looked forward to having July be the beginning of expansion planning to serve more students.

Approved

2. Academic Coordinator for Athletics – Terri Pearson

The Committee funded the coordinator position last year and Terri has provided some success data. Math 330 and English 360 didn't do well, but English 380 and 355 had good results and 370 was decent. Athletes have a challenge with 4-5 unit classes due to their sports practice schedules and a number of

absences add up. Karen pointed out this is another way that instructional assistants can help, meeting with students to go over things. Melissa responded that this position is not instructional but more to help manage schedules. She also noted there was also a late start with the coordinator last year. Josh suggested approval for one more year with careful collection of data and then roll into a more encompassing student support service. Members saw support of this for one more year as one part of creating a bigger support package, including social services, for all students. The Umoja Program was acknowledged as a model of the vision with what is already working and can be scaled campus-wide.

Karen recommended statistics for athletes' success should be compared to other athletes and not just campus-wide comparisons. Melissa will ask Terri to follow up with that data for the next meeting.

Approved with a request for follow-up data.

3. Drop-In Writing Lab – Chuck Spillner

Chuck Spillner plans to keep some hours open for drop-in lab this summer. Josh stated this is basically the same proposal created for strategic proposal drop-in labs, but summer wasn't included. The lab is accelerated and condensed over the summer. From an accreditation perspective, it is an equitable experience for students, meeting the needs of the entire campus. Josh asked IVP White if an addendum to the strategic proposal could be added but he hadn't received a response. Josh explained the majority of students postpone English and the biggest groups faculty work with are students enrolled in English 001. Melissa added that not much is offered in Basic Skills English over the summer. The BSI five-year goals include creating a persistence rate through English 001. English 001 support can be within that goal because there are students who were previously in basic skills classes and the lab is clearly a benefit to students. Karen added that it is a good resource for students who need help during the summer. In response to queries about having less cost by using instructional assistants, Josh pointed out that a qualified instructor has to be there with a tutor or assistant. When there is more demand additional tutors could be brought in to work with one instructor. Karen hoped hours could be alternated to accommodate students. Melissa suggested time could be scheduled between English 001 classes and possibly look at social and behavioral sciences also to schedule compatible hours. The primary goal should be helping English 001 students although other students could receive help as well. Conversation is also needed about year-round support structure, including English transitional support.

Approved

4. FYE (and Drop-In Writing Lab)

Submitted to and expected to be approved by the Strategic Proposal Process.

Melissa and Committee members will be happy to see BSI approved and initiated projects become institutionalized and move forward into general funding.

Approximately \$22,000 of BSI funds will remain after today's approvals.

Melissa will email IVP Diane White again to check on announcements for English and Math Coordinators.

The meeting adjourned at 3:17 pm.

BSI Minutes 04.03.14/ca