

**Basic Skills Committee**  
**Tues. Dec. 3, 2013**  
**4:00-5:00 Room 902**

**Adopted Minutes**

Melissa called the meeting to order at 4:04 pm

Roll: Melissa Reeve, Genele Rhoads, Josh Scott  
Connie Adams (admin assistant)

**I. Budget update:**

i. Remaining funds

Melissa presented the Basic Skills financial spreadsheet on screen and explained why there are no remaining funds. Projects approved in fall 2012 and spring 2013 were listed with columns showing the funds approved by the Committee and descriptions of what the money was/is to be used for. Due to the major change of full coordinator costs being charged to BSI funds, accounting for both last year and this year were affected. The Committee made decisions based on the understanding that approximately \$40,000 would be the part charged to BSI for coordinators. However, last year \$86,797.61 was deducted and this year \$100,755.47 will be deducted from BSI funds.

The Committee had discussed and approved plans based on \$118,000 received annually along with \$70,000 carryover from last year. The report Melissa sent to the state matched figures the Committee believed was available, but the coordinators were underreported due to finding out about the change after the report was written. Now approximately \$131,000 is unaccounted for. Melissa hasn't had time to reconcile with a report received from accounting yesterday of funds spent since June 30.

ii. Prior approvals submitted to EVP White for District funds

It appears Melissa has a lot to send forward to accounting and IVP White. Melissa shared her discomfort with this new process that seems to work backwards if coordinators are paid first out of the funds with little left for anything else. Although the Director of Fiscal Services opined that doesn't make a difference, it doesn't look the same for the BSI mission and goals. Melissa noted problems with this newly proposed system include the different relationship to process, having to report the cost of coordinators to the state, rather than the important BSI activities, and loss of timeliness for supporting activities and professional development. She asked IVP White what the process will be to get conferences and other activities funded, if the Committee is not in a decision-making position for direct faculty requests. Josh noted how the Committee worked in the past to keep decisions within the Committee's purview and opined checking with people statewide for experience and opinions on how to proceed could be beneficial as well as bringing this issue to the Academic Senate. Whether or not professional development funds materialize from SB 1456, a process is needed. Josh opined College centralization of handling Basic Skills funds could bring efficiency, but he cautioned there could also be long term ramifications, including the concern of timely response for Basic Skills proposals. Melissa noted the strategic proposal process should happen in the fall.

iii. Develop process for Spring proposals

Members discussed options and felt control of Basic Skills funds should remain with the Committee. Melissa would like to know what proportion Basic Skills will be of the College general funds, some of which are restricted. The plan she will submit to IVP White will be to have all proposals that pertain to Basic Skills come to this Committee first as the recommending body. BSI approved proposals would then be sent to the President's Cabinet. *(the President's or the Presidents' Cabinet? Are both still active?)*

iv. What to do about Pro. Dev. / conference funds?

Other questions as noted above need to be answered first.

**II. MOU for FYE hourly coord. Position**

Melissa approached the faculty union to allow hourly rather than release time pay for a coordinator. She was advised to write an MOU and present it that way. This position was approved last year, the money exists, and hopefully the union will act on it quickly and approve hourly compensation up to a specific amount in time to fill the position for spring.

**III. Ideas for ESL—resurrect the student ambassador concept?**

Melissa reported this was again lost in the shuffle due to budget tasks. She would like to build ESL and acknowledged the best last concept was to hire students as community ambassadors and S/P Laguerre agreed with this concept. Josh suggested there might be staff in Umoja, Assessment, or somewhere in the Student Services building who could be assigned to work as a liaison for ESL at least part-time and it would also be good to establish an ESL office. Melissa noted this is another area where knowing how BSI funding will work is needed in order to move forward.

**IV. Evergreen Institute application**

Melissa is moving forward with the application. If it is successful, a funding decision will be needed. She is working on data needed from Dean Peter Cammish and will continue her work over the winter break.

**V. Anything else from the group?**

*Math:* Genele reported she is trying to recruit some embedded tutors. Of the eight people who have expressed interest, one wants to work for FYE. That leaves seven to be funded from BSI. Genele hopes to have tutors in place in spring to help with Basic Skills classes. Other activity would be next fall including an alternative pathway pilot planned by Genele and Carlos Esteve. Students would begin with Math 112, followed by statistics or math ideas. Schools aren't changing prerequisites but are allowing Math 112 as an alternative.

The Committee approved a boot camp type math activity. If money is no longer available, Genele will offer at least offer a couple days next summer for math refreshers before students are assessed. She'll need to decide exactly what that will be and where. Genele reported the CAPP grant was received. The CAPP project could potentially overlap students in Winters with the math refresher plan here. Genele doesn't have CAPP details yet but noted Kheck Sengmany will likely work with students in Vallejo and an adjunct who teaches math and science in Davis will work here with this grant as well.

Genele expressed the hope to spend the funds that were approved for embedded tutors, summer assessment projects, and people who have already gone and will be going to the math

conference this weekend. Melissa noted that much of the money hasn't been spent and the math conference cost is less than what was approved. She will work to get that covered.

*BSI Meeting Day/Time:* Melissa felt the Committee meetings have been lightly attended due to being scheduled late in the day and she initiated discussion on possibly changing the meeting day and time for spring. Committee members in attendance agreed Thursdays from 2-3pm would work best.

*Coordinators:* Melissa asked members to consider if the current BSI coordinator positions should continue as they have been at the 40/20/20/20% release for BSI Coordinator, English BSI Coordinator, BSI Math Coordinator, and part of the ASC Coordinator. She stated that Genele, BSI Math Coordinator, and Josh, English BSI Coordinator, are doing very effective work ensuring curriculum changes and BSI related items are being covered. It would be a loss to not have those positions. Melissa expressed uncertainty of how the coordinator positions meet the BSI mission. S/P Laguerre had stated last year that department or school coordinator positions would be established. Josh suggested an English department coordinator could also cover Basic Skills. Due to the complexity of English, part of their job would be to sit on the BSI Committee, without being a BSI funded position. It might be wise to create both English and math coordinator positions looking at the whole department. A faculty coordinator could cover a lot of day-to-day tasks. Although all departments would like a department chair or coordinator, the size and complexity of math and English makes a difference. Melissa pointed out that fiscal management is aware that Basic Skills is one of the College missions and math and English both have Basic Skills and transfer classes, each with its own challenges. Josh stated that discussions have taken place to add a lab coordinator. He can easily see writing a job description for an English coordinator to cover all English, including BSI and lab. Then there would only be the need for the main BSI Coordinator compensation to be taken from BSI funds.

Melissa noted the BSI goal has been changed over the years. She questioned if the coordinator position should remain at 40%. If the entire agenda is to improve success rates in Basic Skills and ESL, the way reporting seems to narrow focus to just look at English and math, the purpose of 40% is questionable. Communications and reports could probably be covered by 20%. Melissa queried, in looking forward to next academic year, if a shift in the BSI leadership structure should be proposed and how it would be funded. Josh opined that the position is important to keep Basic Skills healthy and in a good position. The department chairs/coordinators item will be negotiated in January. Josh suggested making BSI part of the language to have part of the job responsibility to keep transfer level and Basic Skills healthy. Melissa responded that it is a negotiated item but it will vary due to department size and needs. English and math are huge departments and among the biggest positions if scaled. If the department chair/coordinator position were to include Basic Skills, it would offer an argument to make it 40% or so.

Genele pointed out that half of Basic Skills classes are taught by adjuncts and it is hard to connect with them except by email. Genele has been working to find out who instructors are, what they're doing and how to connect. Some would like to have discussion topics and groups. Melissa noted that is a perfect example of why a department coordinator would be very helpful to coordinate adjuncts, an important function that is not happening as it should. Adjuncts are hired without support and connection and, in terms of adjunct rehire rights, it is important to

build opportunities for quality. People need the chance to be part of something and contribute to conversations.

Peer evaluation should involve mentoring and should be an opportunity for professional growth. Genele noted, last semester when observing instructors, she appreciated what she could learn from them as well. Melissa would like to know where negotiations are at in order to bring a proposal to IVP White. She agreed with Josh's point that the Basic Skills coordinator is not only serving Basic Skills, but also helping all of English or math with overlapping populations. Someone should be watching the whole ship, including paying attention to what sections are offered and when. She also agreed that they should sit on the BSI Committee.

*Student Success meeting:* Barbara Fountain considered trying to meld with ASC. For now meetings will stay on Mondays from 12 to 1. Melissa might advocate for a different time.

The meeting was adjourned at 5:01 pm.

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