

Basic Skills Initiative Committee

Meeting Minutes

Thursday, March 15, 2018

HM 234

12:50pm – 1:50pm

Call to Order: 12:50pm

I. Roll Call:

Chair

Kathryn Stevenson, Ph.D.

Attendees

Nicolae Baciuna, Jennifer Cruz, Melanie James, Mari Lopp, Gabriela Maerean, Kari Richards-Dinger, Nikki Thurston, Andrew Sanchez, Iiyshaa Youngblood

II. Adoption of the Agenda

Motion: Richards-Dinger, Second: Youngblood: Unanimous approval

III. Approval of Minutes from February 15, 2018

Motion: James, Second: Baciuna: Unanimous approval

IV. Old Business

No old business to discuss at this time.

V. New Business

a. Allocation Form

Jennifer Cruz shared the draft allocation form that will be used for Library, Academic Support, and Coordination funding. The form will be used to report back at the end of the fiscal year. Motion: Richards-Dinger, Second: James: Unanimous approval.

b. Academic Support and Library Allocations

The Academic Support budget transfers have been submitted already to distribute the \$113,735 allocation. Library is still working on their allocations while they determine the best way to distribute the funding to align with BSI measurable outcomes.

c. Guided Pathways

Kathryn Stevenson would like to add this as a standing item for the BSI Committee, and the SSSP and Student Equity committees will do the same. The next meeting for Guided Pathways is March 16 at noon, and Dean Amezcuita strongly encourages attendance of more faculty.

VI. Proposals

a. Acceleration Professional Development June 2018 (Melanie James)

Co-requisite coordinators Melanie James and Gabriela Maerean are planning to organize and facilitate a 3-hour professional development workshop for faculty from the Communications Department and the Math Department. The purpose of the workshop is to

orient instructors to new developments on campus and in their disciplines related to student success in math and English, with a particular focus on current events/policy and basic skills sequences. Through further discussion, the committee agreed to increase the funding from \$1039.45 to be able to invite 50 faculty to attend and also to provide food. Motion: Baciuna, Second: Richards-Dinger: Unanimous approval. Total approved: \$10,000.

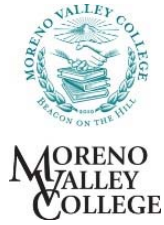
VII. Report Back

No reports due at this time.

VIII. Progress toward Integrated Plan goals.

- a. Implement a process to ensure all students have a Comprehensive Student Education Plan (CSEP) after completing 15 units of degree applicable coursework or prior to the third semester of enrollment, whichever comes first.
- b. Decrease time in remediation
 - i. Melanie James and Valarie Zapata are focusing on remediation with the Community of Practice, co-requisite for English and Math, and additional professional development workshops.
- c. Increase students that successfully complete degree applicable or transfer courses in English and Math within the first 3 semesters of enrollment.
 - i. Kathryn Stevenson reported that the word “semesters” has been changed to “terms.”
- d. Improve all student completion rates for certificates, degrees, and transfer by reducing known equity gaps.
- e. Improve identification and follow up support for students at risk of non-completion of courses and programs of study.
 - > Dr. Sanchez recommended that the committee be cognizant of activities written into the integrated plan so that at the end of the period we can see how BSI fed into the integrated plan, and recommended that each goal be made into a SMART goal. The committee also recognized that there may be differences of understanding in certain terms and phrases, so further research and discussion is required.

II. Adjournment: 1:53pm



Basic Skills Initiative Committee

Minutes of Email Votes before
April 2018 Meeting

- I. Reading and English Summer 2018 Professional Development
Motion to approve: Youngblood, Second: Shedd: Approved March 29, 2018. Total approved:
\$68,515.26

- II. Math CAP Conference, Summer 2018
Motion to approve: Shedd, Second: Youngblood: Approved April 6, 2016. Total approved: \$1600.00