



Basic Skills Initiative Committee

Meeting Minutes

Thursday, September 21, 2017

HM 234

12:50pm – 1:50pm

Call to Order: 12:53pm

I. Roll Call:

Chair

Kathryn Stevenson, Ph.D.

Attendees

Nicolae Baciuna, Lauren Bond, Jennifer Cruz, Melanie James, John Kuntz, Gabriela Maerean, Sonya Nyrop, Kari Richards-Dinger, Andrew Sanchez, Ed.D., Dana Shedd, Nikki Thurston, Ann Yoshinaga, Iiyshaa Youngblood

Administrative Facilitator Anna Marie Amezquita

II. Adoption of the Agenda

Motion: James, Second: Nyrop: Unanimous approval

III. Approval of Minutes from April 20, 2017 and Minutes by Email

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

IV. Old Business

No old business to discuss at this time.

V. New Business

a. BSI Meeting Schedule for 2017-2018

BSI will meet during College Hour (12:50pm-1:50pm) in HM 234 on the third Thursday of the Fall and Spring semesters, except for the following dates: October 12*, November 14, December 14 and May 31.

*The October date on the agenda was incorrect. Corrected for the minutes.

b. Report on funds for 2017-2018

- i. The committee will plan to report an overall budget at the beginning of each meeting to give members an idea of available funds for the year prior to voting on new proposals. The 17-18 budget is still pending a budget transfer so this report will start at the next committee meeting.

c. Changes to the Basic Skills Initiative

- i. BSI will be changing the reporting required in accordance with the 2017-2019 Integrated Plan with SSSP and Student Equity. The new reporting deadline will be December 1. The language in the Education Code was reviewed. Colleges have the ability to decide how to spend their money, so BSI money can go to supporting students that are placed below college-level.

- d. Overview of projected budget
 - i. The 17-18 numbers have not been finalized in the District office yet.
- e. Proposed new process for requesting BSI funds
 - i. Kathryn Stevenson presented the completion report that will be added to the BSI Funding Request. This will help the committee stay aware of the impacts that each project has to our students, and provides a better system for tracking available funds through the year. Sonya Nyrop suggested that the completion report relate directly back to the questions in the funding request, and it was clarified that the completion report will be attached to the existing form, making it all one document. Dr. Sanchez discussed how the institutional data will also provide more information regarding measurable outcomes in terms of student success. Motion: Nyrop, Second: Richards-Dinger. Unanimous approval.

VI. Proposals

- a. 43rd Annual AMATYC in San Diego, November 9-12, 2017 – Kari Richards-Dinger
Sheila Pisa was unable to attend the meeting so Kari Richards-Dinger presented. They both attended AMATYC last year, along with Rosalia Cueto, and would like for six professors to attend this year so that they can all each go to different workshops. Dean Amezquita agreed that this would be best plan of action since we have so many faculty that would like to attend. Motion: Nyrop, Second: James: Unanimous approval. Total approved: \$13,012
- b. Reading Apprenticeship Leadership Community of Practice – Sonya Nyrop
Sonya Nyrop requested travel costs for upcoming Southern California conferences in February and May 2018, as well as one more registration fee for the Community of Practice. The registration fees for all but one faculty member have already been paid. Motion: Richards-Dinger, Second: Baciuna, Unanimous approval. Total approved: \$5,000
- c. ESL PD Proposal – Melanie James
This 3-hour workshop led by Joyce Kim will focus on increasing student success in the ESL Certificate program. Dean Amezquita inquired about the projected lunch costs and it was agreed that it could be reduced to \$100. Motion: Nyrop, Second: Richards-Dinger: Unanimous approval. Total approved: \$1,487.89

VII. Report Back

- a. English 1A Co-Requisite Course Development, Summer 2017 – Melanie James
The original proposal requested funding for five people, but they did not need all those hours and ended up coming in under budget. There were three meetings held over the summer to brainstorm and research COR, including collaboration with RCC. The project resulted in a completed COR for English 91, a support course for English 1A. Future plans include establishing a community of practice with professional and development workshops for faculty planning to teach ENG-91 when it is launched in Fall 2018.

VIII. Adjournment: 1:54pm