



Basic Skills Initiative Committee

Meeting Minutes

Thursday, October 12, 2017

HM 234

12:50pm – 1:50pm

Call to Order: 12:52pm

I. Roll Call:

Chair

Kathryn Stevenson, Ph.D.

Attendees

Nicolae Baciuna, Jennifer Cruz, Jennifer Escobar, Melanie James, Gabriela Maerean, Kari Richards-Dinger, Andrew Sanchez, Dana Shedd, Chui Yao, Nikki Thurston, Ann Yoshinaga

II. Adoption of the Agenda

Motion: Yao, Second: Baciuna: Unanimous approval

III. Approval of Minutes from September 21, 2017

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

IV. Overview of projected budget

- a. Jennifer Cruz reported that the budget was not yet ready to share. There is still an outstanding budget transfer to align grant funds awaiting approval by MVC administration.

V. Old Business

No old business to discuss at this time.

VI. New Business

- a. Review the Integrated Plan's vetting timeline and BSI sections of the Integrated Plan
 - i. The Integrated Plan was reviewed line-by-line by the committee and slight revisions were made to the language.
- b. Review the BSI Projected Budget for the Integrated Plan
 - i. The projected budget was briefly reviewed and will be compared to the current expenditures to ensure alignment. Budget transfers will be submitted to the District office if necessary.
- c. Supplemental Instruction (Ann Yoshinaga)
 - i. Ann Yoshinaga shared documents related to success and retention for students that attended Supplemental Instruction versus students that didn't. She also shared data regarding attendance of tutorial services, which appears to have slightly increased over the past few years.
- d. BSI Committee Role going forward
 - i. The Integrated Plan is shifting the way that BSI will operate moving forward. The budget is now more specifically allocated, so proposals will need to be more

detailed and overall goals need to be aligned when requesting funds. The Basic Skills Student Outcomes and Transformation grant should also be considered when requesting funds for Basic Skills projects.

- VII. Progress toward alignment with Integrated Plan
 - a. The committee is going to be more strategic in ensuring that all proposals and spending moving forward align with the Integrated Plan, and will communicate on this progress regularly through the year.
- VIII. Proposals
 - No proposals to approve at this time.
- IX. Report Back
 - No report backs at this time.
- X. Adjournment: 1:55pm