

## Basic Skills Initiative Committee

### Meeting Minutes

Tuesday, November 14, 2017

SAS 302

12:50pm – 1:50pm

Call to Order: 12:53pm

I. Roll Call:

Chair

Kathryn Stevenson, Ph.D.

Attendees

Nicolae Baciuna, Jennifer Cruz, Gabriela Maerean, Sonya Nyrop, Kari Richards-Dinger, Dana Shedd, Chui Yao, Ann Yoshinaga, Iiyshaa Youngblood

II. Adoption of the Agenda

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

III. Approval of Minutes from October 12, 2017

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

IV. Overview of projected budget

- a. Jennifer Cruz provided a brief snapshot of current expenditures and encumbrances. The committee discussed the plans to increase spending for Academic Support, and agreed that Supplemental Instruction and tutoring are areas to focus on.

V. Old Business

No old business to discuss at this time.

VI. New Business

a. Spending Guidelines

Jennifer Cruz shared a draft of some things to consider when preparing proposals for the committee. She reminded everyone that membership fees are not an allowable expense under Basic Skills funds, so even if discounts are offered for members, the grant can only pay for registration. She asked the committee to please review and submit any questions. Kathryn Stevenson would also like to research and add information regarding what to offer speakers we may invite to the College.

b. Revisions to Integrated Plan

Kathryn Stevenson shared that she attended a writing day for the Integrated Plan which was helpful. Some of their action items include working on more specific language regarding the activities, and a focus on measurable data.

VII. Progress toward alignment with Integrated Plan

VIII. Proposals

a. ESL Conference Proposal – Joyce Kim

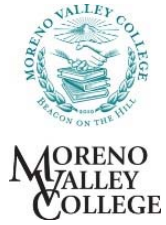
Dr. Kim was unexpectedly unable to attend the meeting, so the committee agreed that an email vote would be appropriate. Dr. Stevenson will email the proposal to the committee and call for a discussion and vote next week.

IX. Report Back

a. Reading Acceleration Collaboration Summer 2017 – Sonya Nyrop

Sonya Nyrop provided report-backs on both the Reading Acceleration Collaboration Summer 2017 event, as well as the online Campus Coach Course she attended during Spring 2017. She reported that the final spending for the Reading Acceleration Collaboration event was \$2292 less than what was requested on the proposal.

X. Adjournment: 1:47pm



**Basic Skills Initiative Committee**  
Minutes of Email Votes before  
December 2017 Meeting

- I. ESL-AERA Conference Professional Development  
Motion to approve: Parker, Second: James: Approved December 5, 2017. Total approved: \$3,644.59