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, Ilyshaa 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