Basic Skills Initiative Committee
Meeting Minutes
Tuesday, December 12, 2017
HM 234
12:50pm – 1:50pm

Call to Order: 12:53pm

I. Roll Call:
   Chair: Kathryn Stevenson, Ph.D.
   Attendees: Anna Marie Amezquita, Amofah Brobbey, Jennifer Cruz, Melanie James, Kari Richards-Dinger, Andrew Sanchez, Dana Shedd, Nikki Thurston, Chui Yao, Ann Yoshinaga

II. Adoption of the Agenda
   Motion: Richards-Dinger, Second: James: Unanimous approval

III. Approval of Minutes from October 12, 2017
   Motion: Richards-Dinger, Second: James: Unanimous approval with one abstention (James)

IV. Overview of projected budget
   a. This item was skipped because it will be discussed with the Revised Projected Budget.

V. Old Business
   No old business to discuss at this time.

VI. New Business
   a. Memo on AB705 Implementation
      Kathryn Stevenson shared correspondence from the Chancellor’s Office regarding AB 705, a bill that impacts assessment and placement practices for California community college students. Assessment will still require the use of multiple measures, but now also includes high school transcript data which may be self-reported if data is unavailable.

   b. Adjusted Allocation for 2017-2018
      Kathryn Stevenson reported that the new allocation for 17-18 is $454,940. This is significantly higher than the 16-17 allocation of $165,401.

   c. Action Items:
      i. Revised Projected Budget
         Kathryn Stevenson presented a proposed allocation of the 17-18 funds based on comparative expenditures in previous years. The allocations are as follows:
Supplemental Instruction/Tutoring: 25%; Professional Development: 20%; Coordination: 20%; Materials & Equipment: 10%; Conferences: 10%; Innovative Practices: 10%; Library: 5%

Should these allocations need to be adjusted, the committee will meet to discuss and vote in the future. Motion: Yao, Second: Richards-Dinger: Unanimous approval.

ii. New Allocation Procedures
Kathryn Stevenson proposed that the new 17-18 allocations will remove the need for Academic Support and Library to submit proposals for funding each year. Coordination also does not require proposals. Departments will still need to provide a report-back and expenditures report for documentation and planning purposes. Motion: James, Second: Richards-Dinger: Unanimous approval.

d. BSI Supplemental Instruction Priority Recommendations
Kathryn Stevenson and Anna Marie Amezquita have been creating a list of courses eligible for Supplemental Instructors using BSI funds. The list is just a draft and will need additions. It was suggested to consult with Institutional Effectiveness for more information.

VII. Progress toward alignment with Integrated Plan
No report at this time.

VIII. Proposals
No proposals at this time.

IX. Report Back
a. AMATYC Annual Conference – Kari Richards-Dinger
Kari-Richards Dinger provided a report which included written responses from all of the AMATYC attendees. The estimated final expenditures total to $9,227.25, which is about $3,785 less than requested. There was one fewer attendee than predicted.

b. NCTE Conference – Kathryn Stevenson on behalf of Jennifer Escobar, Project Leader
This report will be provided at the February meeting due to time restraints.

X. Adjournment: 2:00pm