



## 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 Amezcuita 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