Basic Skills Initiative Committee
Meeting Minutes
Thursday, September 20, 2018
SAS 214
12:50pm – 1:50pm

Call to Order: 12:55 pm

I. Roll Call:
Chair: Kathryn Stevenson, Ph.D.
Attendees: Nicolae Baciuna, Sean Drake, Melanie James, Joyce Kim, Jonathan Maya, Esteban Navas, Kari Richards-Dinger, Dana Shedd, Chui Zhi Yao, Jorge Zavala

II. Adoption of the Agenda
Motion to approve with amendment to have Drake report out first on Corequisite Math Curriculum: Richards-Dinger, Second: Kim: Unanimous approval.

III. Approval of Minutes from May 31, 2018
Motion: James, Second: Shedd: Unanimous approval.

IV. Report Back: Corequisite Math Curriculum – Sean Drake
a. Drake reported on the summer creation of corequisite support courses for math. Math created corequisite courses for Math 12 (corequisite course: Math 112), Math 5 (corequisite course: Math 105), Math 36 (corequisite course: Math 136). Each corequisite is two units and the courses are currently going through the curriculum process. The department is also working on the creation of a math flow chart that is common for the district. Drake had requested 25 hours per person, but not all the hours were needed.

V. Old Business
a. BSI Smart Goals: Stevenson reported that the BSI smart goals are still in progress. Stevenson shared a data inquiry requested from Institutional Effectiveness for baseline data to measure progress.

VI. New Business:
a. PD Opportunities
   i. Stevenson and Navas reported details on the following PD Opportunities: 3CSN Regional Sharing Summit (MVC 8:30-3:00); 3CSN NorCal and SoCal Equity Institutes (10/19-10/20 and 11/2-11/3); SI Conference at RCCD (11/16, 11/17); LINKS (April)

b. BSI Updates:
   i. Stevenson reported an update on additional BSI funds: Additional funds (awarded from January 18 Allocation and Certification Form based on Basic Skills FTES 2014-1015); Expenditures Report (due October 1); FTES report data request (last year due January).
e. Integrated Plan Updates:
   i. Stevenson reported on the new name for the Integrated Plan: Student Equity and Achievement (SEA)
   ii. Stevenson reported on the new distribution process for SEA: funds are awarded to SEA district-wide and then distributed from district to the colleges.
   iii. Stevenson shared information on an upcoming SEA training: October 15 in Anaheim

   d. Vision for Success: Executive Summary goals and core commitments
   i. Stevenson presented pages two and three from the Chancellor’s Vision for Success; the Committee read over the goals and reviewed the seven core commitments.

   e. Integrated Planning/Student Equity and Achievement (SEA) Steering Committee Update: integration plans (new meeting structure—days, times)
   i. Stevenson reported that the SEA Steering Committee suggested a restructuring of BSI meeting times/days. BSI Committee Members discussed possible times and conflicts; Stevenson plans to report back suggestions and concerns to the SEA Steering Committee.

   f. PPIC Report (page 12)
   i. Stevenson reported on the PPIC report in which MVC data is highlighted. The data illustrated an increase in student success but room for future improvement.

VII. Guided Pathways Updates (meeting 9/14, 9/28, 10/12, 11/9)
   a. Kim reported on the Guided Pathways meeting on 9/14. Kim is working specifically on developing an education pathway and revised CTE certificate in education paraprofessional program.

VIII. Proposals
   a. English February Institute (Melanie James)
      a. James presented a proposal for $22,704.24 for a Communications Department Professional Development retreat day in February 2019.
      b. Motion: Yao, Second: Kim: Unanimous approval.
   b. English Spring COMP (Melanie James)
      a. James presented a proposal for $19,602.00 for a Spring 2019 professional learning community of practice for spring 2019 focused on English 91, the corequisite support course.
      b. Motion: Richards-Dinger, Second: Yao: Unanimous approval.

IX. Report Back
   c. BSI Leadership Institute – Adam Navas
      a. Navas reported back on the BSI Leadership Institute. Navas attended BSILI with a team from MVC. The focus of BSILI was involving multiple stakeholders, breaking down silos, and eliminating equity gaps.
   d. Reading and English Summer 2018 PD – Melanie James
      a. Tabled until next meeting.

X. Progress toward Integrated Plan Goals
   a. Tabled until next meeting.

XI. Adjournment: 1:56 pm
I. ESL-CATESOL Conference December 2018
   Motion to approve: James, Second: Richards-Dinger: Approved October 11, 2018. Total approved: $4,701.60