

## 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).



c. 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.

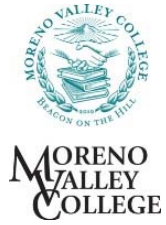
IX. Report Back

- 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



**Basic Skills Initiative Committee**  
Minutes of Email Votes before  
October 2018 Meeting

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