

BSI Committee Meeting
Minutes
Thurs. Feb. 16, 2017
SAS 306
12:50 - 1:50

I. **Call to order and roll call**

Committee Members Present: Jennifer Cruz, Sonya Nyrop, LaTonya Parker, Kari Richards-Dinger, Chui Yao, Alma Garcia, Maria Hernandez

Guest: Angela Thomas

II. **Adoption of the agenda**

Motion to approve by S. Nyrop, 2nd A. Garica, passed unanimously

III. **Approval of minutes**

Motion to approve by S. Nyrop, 2nd L. Parker, passed with abstentions from those who were absent

IV. **Information items**

- a. Upcoming events (info at 3csn.org, click on the date on the calendar):
 - i. Feb. 24 at Santa Clarita, 9am – RA Workshop in Math/Statistics
 - ii. Feb. 24 at Cerritos College, 10am – Habits of Mind for FYE programs
 - iii. Mar. 3 at Menifee, 8:30 – Transforming Student Success through Appreciation and Integration
 - iv. Mar. 9-11 Statewide Acceleration Conf.
 - v. Mar. 10 at Mission Viejo, 8:30 – Learning Assistance Project Sharing
 - vi. Mar. 15-18 Conf. on College Composition and Communication, OR
 - vii. Mar. 24 at Sylmar, 8:30 – Embedded Student Services in FYE
 - viii. Mar. 24 at Norwalk, 10 – Habits of Mind for Developmental Math
 - ix. Mar. 31 at Pasadena, 8:30 – Tutor Expo
 - x. Apr. 21 at Menifee and Whittier, 8:30 – Deeper STEM Learning through Metacognitive Conversation (RA workshop)
 - xi. Apr. 28 at LA, 8:30 – Creating Campus Professional Learning Hubs
 - xii. Apr. 28 at Norwalk, 10 – Habits of Mind for Service Learning
 - xiii. May 19 at San Mateo, 8 – 2nd annual RA conference
 - xiv. June 14-16 Conf. on Acceleration In Dev. Ed.

V. **New business**

a. Proposals

- i. Technology Video Project (A. Thomas)

Motion: L. Parker, 2nd C. Yao, approved unanimously

As a librarian, Angela has come across a surprising number of students who are not comfortable with a computer. They are sometimes embarrassed to ask their questions, or maybe there's no one around who can answer them, so she wants to create a series of 8-12 short (~30 sec) videos about technology for the user. What's a computer mouse, how does it work? What's an internet browser? Students who have these questions suffer from a barrier to their learning. Videos are especially helpful for ESL students. Videos would be shot on phones and edited using equipment they already have. 3C Media Solutions would provide closed-captioning (2 week turn-around); this California state sponsored project would also host videos. Videos would be organized on LibGuide (like a library webpage) and shared community-wide. Angela would interview technical staff and faculty to be sure everyone has a voice in the project.

PowerPoint: Technology is the number two fear among American adults. Overall, 85% of American homes have some sort of computer, but that number is lower among older, less educated, and poorer populations. People don't join the online world for several reasons: not interested, too frustrating, too expensive. There's also a sharp divide in internet use by race and ethnicity, with Hispanic and Black populations at around 57% vs. Non-Hispanic Whites (76%) and Asians (83%) in 2011. MVC student demographics are strongly Hispanic and African-American.

Questions/Answers: *Could there be a video about how to use BlackBoard? *Maybe in Round 2, but Round 1 is more basic. Also we're moving to Canvas, which provides many videos. However, they aren't the greatest, and Angela could create tailored videos for MVC.

*Could we decrease costs by collaborating with TSS? Didn't we hire someone to do this? *Yes, but they never have time to develop videos for faculty during regular hours, so it always ends up costing more due to overtime. Also, videos made by faculty would include more instructional design elements. If we tried to collaborate, TSS would only do the mechanic part; faculty would still have to create the content, so there wouldn't be very much time/money savings anyway. But Angela can explore the TSS option to see about any cost savings.

*It looks like there are 2 components to this project: research first and video-making second. Could these parts be separated and report back in between about whether costs for second part could be reduced? *Great idea.

*Also, there's a cap on the number of allowed hours; please check that this project wouldn't send you over the limit. *Yes, Angela knows about the cap and has verified that she's within the limit.

*For the research part, don't we have Institutional Research to do that? *This would be different: interviews of technicians and BITS department to be sure that the videos contain the district recommended best practices.

*When could this be completed? *June 30.

*Would the videos be easily accessible from the main MVC webpage? Sometimes, people think college is not for them since they don't know how to work a computer, and it seems like these videos would help with outreach. *That would be the hope, but Angela would need to look into it.

*Would there be an opportunity for student input? *Hopefully, yes. Angela would like to organize a student forum to discuss these videos. ASMVC would be happy to be involved.

*Could we ask high school students what they would like to see from these videos? *Yes, Angela could work with Outreach to get that input. The more collaboration, the better.

ii. RA coach course (S. Nyrop)

Motion: L. Parker, 2nd C. Yao, approved unanimously

This is for people who have taken RA 101 to help them share their RA skills. 40 hour online course, \$750. Sonya's been doing Friday trainings with part-time REA faculty to prepare them to teach accelerated courses, and this course would help with that effort. CAP only covers accelerated ENG and MAT, so she's developing the training on her own. She would also like to use her new skills to expand the Reading Apprenticeship program college-wide.

b. Chancellor's Office sent out two BSI/SE/SSSP memos yesterday. Info available: <http://extranet.cccco.edu/Divisions/IntegratedPlanning.aspx>

i. New Expenditure Guidelines effective Feb. 15, 2017

1. Webinar training events will be held Mon. Feb. 27 at 3-4:30 and Thurs. March 2 at 10-11:30.

ii. Integrated Planning Documents, 2017-19 Plan and 2017-18 Budget, will be due Dec. 1, 2017

1. In-person and webinar training events will be held this spring

VI. **Additional items not on the agenda**

a. Succession Planning

i. What should the process be? Who finds the new coordinator?

1. Ask Dean of Instruction what she recommends.

ii. It would be good to have some overlap with the previous coordinator to make it easier to hit the ground running in the fall.

b. Jennifer Cruz will be attending as representative from Dean's office.

i. She brought Travel Procedure Checklist for distribution

1. Easy way to keep track of paperwork requirements.

2. Out-of-state travel paperwork requires 4-6 weeks.

ii. Board must approve special projects before work starts.

VII. **Next meetings**

Thurs. Mar. 16, Apr. 20, and May 18, 12:50-1:50 in SAS 101