I. Call to order and roll call
Committee Members Present: Nicolae Baciuna, Cordell Briggs, Melanie James, Sonya Nyrop, LaTonya Parker, Sheila Pisa, Kari Richards-Dinger, Irene Sanchez, Chui Yao, Ann Yoshinaga, Valarie Zapata, Alma Garcia, Maria Hernandez, Natali Vargas

II. Adoption of the agenda
Motion to approve by S. Nyrop, 2nd L. Parker, passed unanimously

III. Approval of minutes
Motion to approve by S. Nyrop, 2nd A. Garcia, passed with abstentions from those who were absent

IV. Information items
a. Expenditure Report due Oct. 17 to the state Chancellor’s Office
b. Written reports on measurable outcomes of BSI funded proposals will be due to this committee at the beginning of each academic year
c. Fri. Sept. 23 at San Diego Mesa College: Equity Community of Practice Event followed by a BSI coordinator Kick-off Event, including ideas on Integrated Planning with Student Equity, SSSP, and Transformation Grant
d. Upcoming events (info at 3csn.org, click on the date on the calendar):
   i. Oct. 14 at LA Valley College, 8:30 to 3 – Introduction to Culturally Responsive Teaching and Learning
   ii. Above event repeats on Oct. 21 at West LA College in Culver City
   iii. Oct. 21 in Orange, 8:30 to 12 – Learning Assistance Project Sharing Event to develop and expand tutorial services and programs
   iv. Oct. 21 at San Diego City College, 10 to 2 – Intro to Habits of Mind
   v. Oct. 22 at Riverside City College, 8 to 4:30 – First annual SI regional conference (free for students, $35 fee for faculty)
   vi. Oct. 28 at Pierce College, 8:30 to 3 – Student Success Initiative Summit #1, Just-in-Time Tutoring
   vii. Nov. 18-19 at Cal Poly Pomona – Equity Institute

V. Old business: No old business

VI. New business
a. Proposals
   i. SI (A. Yoshinaga)
      Motion: Parker, 2nd Pisa (tabled until next month)
      SI has been funded by BSI and STEM in the past. STEM is expiring this month. This request is for $35,000 to support SI for basic skills courses. We are institutionalizing SI; the committee wonders what that means regarding sources of funding (categorical vs. general funds). In 15-16, there were 16 sections of basic skills courses with SI. Currently, there are 8 basic skills sections with SI, and would like to expand that in winter and spring semesters. SI is currently being funded by Equity with enough money to cover fall, so this request is for winter, spring, and part of summer.

General discussion about BSI budget: how much remains of 15-16 funding? There was also some concern about basic skills funding decreasing in the coming years since it’s tied to basic skills enrollment, which is decreasing in part due to MMAP. This is related to the concern about supporting an “institutionalized” program with grant money that may not be sustainable.
When Ann looked at tutorial services numbers from last fall, almost 1600 contact hours were for remedial math support; this is 40% of their student contacts. Therefore, Ann is looking for $30,000 in BSI funding to support tutors, as well as $800 for professional development for tutors (College Reading and Learning Association certification program).

Institutional Research did a study on tutorial services. They looked at the 5 most popular courses for tutoring (accounting, chemistry, Math 65, 52, and 35). Accounting and chemistry both showed a slight improvement in outcomes with tutoring, whereas remedial math showed insignificant improvement with tutoring. Do the students need other study skills to help them improve overall? CRLA certification training may help with this.

Question about how students decide where to get math help: Tutorial Services or the Math Lab. The Math Lab student and faculty tutors are funded through general funds. Is the Math Lab at capacity? Yes, at certain times. Some students like a particular tutor and go where that tutor is working. Is there a scheduling issue? The Math Lab is open more hours each day than Tutorial Services, but Tutorial Services is open winter and summer while the Math Lab is not.

Repeat of concern about source of funding (categorical vs. general) for an on-going program. Ann said that Tutorial Services only gets $12,000/yr from general funds versus their annual expenses of $66,000/yr. So far, Equity and SSSP have been filling in the gaps.

We haven’t funded Tutorial Services in the past. Ann said they’d never looked at any data previously and didn’t realize how much of their services went towards basic skills students.

This request is for $4500 to send 10 tutors, SI leaders, and staff to attend the Tutor Expo at Pasadena City College in March/April 2017.

One of the 4 main goals of the Transformation grant is to create contextualized basic skills courses for CTE program. This year, they are working with Human Services, Mr. James Banks. This request is for $27,000 for reassigned time for basic skills faculty to work on this project in spring 2017. This is a one-time expenditure as CTE project is budgeted in for years 2 and 3 when other CTE disciplines will be added to project.

This request is for $2200 to send the English lead for the Transformation grant to the above-mentioned conference this November.

Proposals: We decided to wait until next month to vote on the larger, less urgent proposals. We should know more about how much money is left in the BSI budget by then.

b. Shall we allow coordinator to approve small expenditures (like $50 for travel to tomorrow’s 3CSN workshop in San Diego)?
   Motion to allow expenses of $200 and below at discretion of coordinator: Parker, 2nd Pisa, passed unanimously

VII. Additional items not on the agenda
    No additional items were discussed.

VIII. Next meeting  Oct. 20, 2016 (3rd Thursdays for the rest of the year)