

## BASIC SKILLS SUBCOMMITTEE

Co-Chairs: Paulette Hopkins, Becky Stephens and Stefanie Johnson Shipman

**Voting Members:** Paulette Hopkins (Co-Chair/Administrator), Gerald Ramsey (Administrator), Becky Stephens (Faculty Co-Chair/BSI Co-Coordinator), Stefanie Johnson Shipman (Faculty Co-Chair/BSI Co-Coordinator), Cheryl Vallejo (Faculty, Developmental Math), Anne Gloag (Faculty, Developmental Math), Ken Reinstein (Faculty, Developmental English/ESOL), Denise Maduli-Williams (Faculty, Developmental English/ESOL), Vacant (Faculty), Dave Clark (Faculty, Counseling), Vacant (Faculty), Xi Zhang (Classified Staff), Reylyn Cabrera (Classified Staff), Meredith McGill (Classified Staff), Mark Johnson (Student)

**Staff/Resource:** Clarissa Padilla (Classified Staff, Student Services)

Approved 3/5/2018

### Minutes of February 5, 2018

**Present:** Paulette Hopkins, Becky Stephens, Stefanie Johnson Shipman, Reylyn Cabrera, Meredith McGill, Donnie Tran, Cheryl Vallejo, Anne Gloag, Ken Reinstein, Dave Clark, Xi Zhang, Randy Claros, Todd Simonson

**Guests:** Lou Ascione, David Haltunnen, Linda Woods

**Absent:** Mark Johnson

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- I. **Call to Order:** The regular meeting of the Basic Skills Subcommittee was held on Monday, February 5, 2018 in Miramar College Room N-206. The meeting was called to order at 1:15 p.m. by co-chair B. Stephens, a quorum being present.
- II. **Agenda:** Moved by D. Clark, seconded by X. Zhang, and unanimously carried to approve the meeting agenda, only R. Claros abstaining.
- III. **Minutes:** It was moved by A. Gloag, seconded by M. McGill, and unanimously carried to approve the minutes of December 4, 2017.
- IV. **Old Business**
  - A. **Budget Report**
    - i. **Fall 2017 Report** – B. Stephens presented on the budget report as of January 2017. Some data is missing from the committee, so it appears that money that was spent has not been recorded yet. If a project has money or needs to make a purchase, the money must be spent by April 1,

according to the Business Office. In addition, students must be constantly reporting hours as they work, they will not be paid if they do not enter their hours. Expenditures from December and January must be reported as soon as possible. Wages increased for senior tutors, regular tutors, education technicians, and ESUs. Members should return monthly budget forms next meeting, and names and positions should be included in the notes section towards the bottom.

- ii. 2018-2019 Realistic Proposal Budget – S. Johnson stated that budget proposals should be more realistic this year. Previously people have asked for more than they needed, but if we estimate closer then projects will be funded better. L. Ascione asked the committee if there was a system for reallocating funds from projects that are not making progress or not working. X. Zhang suggested a waitlist for projects that could be funded if other projects fail. This will be added to the agenda for the next meeting.
- iii. 2018-2019 New Budget Item – B. Stephens presented the idea of giving \$5,000-10,000 to PRIE for research before new projects begin, to ensure their success. S. Johnson clarified with the committee it would be \$10,000 and all agreed.

B. Professional Development Opportunities – S. Johnson went over several opportunities for professional development. Cuyamaca College has an open house in their Math Department, on Monday February 26 which includes classroom observation and their models for math remediation. California Acceleration Project has their second conference, March 8-10 in Sacramento, for which the committee has travel funding. The 3CSN Tutor Expo at Santiago College in Orange County is April 13 and 14. There is another tutoring conference in April, which will be in San Diego. The Reading Apprenticeship Conference in hosted by 3CSN is in Pomona this year from May 11 to May 12.

C. AB 705

- i. Multiple Measures/ High School GPA for Placement – B. Stephens noted that high school GPA is now a key component in placement. Mesa has a successful program that MATH would like to copy and directly implement.
- ii. Basic Skills to Transfer timeline
  1. Math and English: 1 year
  2. ELAC: 3 years - As head of ELAC Assessment work group, P. Hopkins reminded the committee that the current course path for ELAC takes longer than 3 years, and English and Math take more than 1 year. Hopkins also suggested a project for accelerated classes, which would need a proposal but could count as part of full-time load. D. Clark asked about how Continuing Education bridges to for-credit classes for basic skills. P. Hopkins said that there needs to be a better bridge in both directions for assessing students and placing them in CE or for-credit classes. B. Stephens suggested having CE classes on college campus and having credit classes at CE campuses. Hopkins will add M. McGill to ELAC work group.

D. Future of BSI: 2.0

- i. Review and approval Proposal Directions and Timeline – B. Stephens created a form for the proposal application for SSBS Project Proposals 2018-2019. If applicants are not sure how to do a research request, members should speak to X. Zhang for help before applying. P. Hopkins mentioned that it is important to speak to the Dean and Department Chairs before submitting the application for signature, in order to give them time to digest the material. Reylyn motioned to approve the application, C. Vallejo seconded, and all approved unanimously. B. Stephens will send it out immediately, and the deadline is February 23,

2018. Proposal presentations will be March 5, 2018, with March 19 as a secondary date. The scores will be due March 23, and the committee will discuss scoring and recommendation for funding April 2. B. Stephens also stated that other grants such as SEP are available, so consider these grants as well.

- E. Update: Spring Professional Development Presentation – S. Johnson told the committee that April 16 is an opportunity to present to the entire campus and asked what the topic should be. After discussion it was decided that the meeting will focus on the AB 705 work groups, and A. Gloag will take the lead on this presentation. X. Zhang will help with research.
- V. New Business – S. Johnson mentioned that we do not have a firm number for funding next year, and it is expected to be around the same amount, not very much larger.
- VI. Other – No other topics were spoken on.
- VII. Adjournment – It was moved by M. McGill and seconded by A. Gloag to adjourn the meeting, unanimously approved at 2:26 p.m.

*Todd Simonson*