

**BASIC SKILLS SUBCOMMITTEE**

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

May 7, 2018

1:15 – 2:45 pm, Rm. N-206

**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), Randy Claros (Faculty, Counseling), Dave Clark (Faculty, Counseling), *VACANT* (Faculty), Xi Zhang (Classified Staff), Reylyn Cabrera (Classified Staff), Meredith McGill (Classified Staff), Mark Johnson (Student)

**Staff/Resource:** Todd Simonson (Project Assistant, Office of Instruction)

Approved 5/21/2018

**Minutes of May 7, 2018**

**Present:** Paulette Hopkins, Stefanie Johnson Shipman, Becky Stephens, Xi Zhang, Reylyn Cabrera, Meredith McGill, Donnie Tran, Cheryl Vallejo, Anne Gloag, Ken Reinstein, Denise Maduli-Williams, Dave Clark

**Guests:** Tonia Teresh, Lou Ascione, George Beitey

**Absent:** Gerald Ramsey, Mark Johnson

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1. **Call to Order:** The regular meeting of the Basic Skills Subcommittee was held on Monday, May 7, 2018 in Miramar College Room N-206. The meeting was called to order at 1:19 pm by co-chair Johnson Shipman, a quorum being present.
  2. **Approval of Agenda:** A motion to approve was raised by X. Zhang and seconded by M. McGill, unanimously carried to approve the agenda.
  3. **Approval of Minutes from April 2, 2018:** D. Clark motioned to approve the minutes, and seconded by D. Maduli-Williams, unanimously carried to approve the minutes.
  4. **Old Business**
    - a. **Professional Development Opportunities:** The upcoming opportunities for professional development include Reading Apprenticeship on May 11 – 12, CADE from June 14 – 16, and CAP from July 13 – 15. Several members reported on professional development opportunities that they were able to attend. X. Zhang spoke about the RP Group conference that she attended, which focused on three main tracks: institutional effectiveness and integrated planning, enrollment management and Guided Pathways. B. Stephens attended the Fierce Urgency of Now conference, which was about changes

coming from the state level, including outcomes of AB705. The title came from MLK's "I have a dream" speech and the civil rights issues relate to placement procedures. Additionally, the Teaching Institute will be returning and any person that wants to take the class can take it for FLEX credit or extension learning credits. If anyone wants to teach the class, they can submit a syllabus and put it in the catalog. D. Tran went to the ACTLA conference, which spoke on standards for online tutoring. One thing he plans to do is make all browsers usable to access online tutoring. Tran also went to the Tutor Expo and learned about how SIs and tutors visualize learning sessions. A. Gloag attended the Recreational Math Conference with several other faculty, and learned about many resources to use in the classroom.

**5. New Business**

**a. 2018 – 2019 SSBS Proposals**

**1. Review and discuss proposal scores:** Reviewing the proposal scores from the 3/19 and 4/2 presentations, there were no project proposals with very low scores.

**2. 2018 – 2019 budget update:** One of the hopes for the committee was that all projects proposals would be funded, and by using some alternate funding sources in addition to SSBS, all projects will be funded. Using BSSOT funds and other sources, there is still a possibility that more projects could be funded, if there are additional SSBS funds available. Each project must discuss the implementation of the project with co-chairs Stephens or Johnson Shipman to ensure correct budget numbers are used.

**b. Convocation planning:** The Basic Skills committee has been charged with planning the convocation presentation on AB 705 on Thursday, August 16, 2018. A. Gloag will take the lead role for 1 ESU, and participants in planning will receive some portion of an ESU depending on how much work and how many participants volunteer. Convocation will begin 8 am or 9 am and will go until noon. S. Johnson Shipman and L. Ascione will look for an English faculty member that is not overloaded, who is interested in helping to lead. Participants that are interested in helping are S. Johnson Shipman, B. Stephens, D. Maduli-Williams, K. Reinstein, D. Clark, and M. McGill. The purpose discussed is to inform the campus about changes, self-placement, assessment, accreditation, and Guided Pathways.

- c. **Future BSI meetings**
1. **May 21, 2018:** The next meeting for Basic Skills will be on May 21, from 1:15 – 2:45 pm. Convocation will be a main topic.
  2. **Fall semester – August 20, 2018:** The first meeting of the fall semester will be August 20, the first day of classes at 1:15 pm, from 1:15 – 2:45 pm.
6. **Other:** D. Clark asked about the number of sections of ENGL 265C that were being offered in Fall 2018. Initially planning for ten sections, the number of sections has been reduced to five to fill classes, hoping not to have to cancel any. T. Teresh mentioned ways to advertise the class with a student voice, underlining benefits of taking the course.
7. **Adjournment:** The motion to adjourn the meeting was made by D. Clark, seconded by K. Reinstein, and all in favor, the meeting ended at 2:12 pm.

*Todd Simonson*