

BASIC SKILLS SUBCOMMITTEE

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

May 21, 2018, 1:15 – 2:45 pm, Room N-206

MINUTES

Members Present: Paulette Hopkins (Co-Chair/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), Xi Zhang (Classified Staff), Meredith McGill (Classified Staff), Donnie Tran (ASC Coordinator)

Members Absent: Gerald Ramsey (Administrator), Reylyn Cabrera (Classified Staff), Randy Claros (Faculty, Counseling), Dave Clark (Faculty, Counseling), VACANT (Faculty), Mark Johnson (Student)

Guests: Lou Ascione (Dean)

Approved 8/20/2018

The regular meeting of the Basic Skills Subcommittee was held on Friday, May 21, 2018, at 1:15 p.m. in Miramar College Room N-206. The meeting was called to order at 1:18 p.m. by co-chair B. Stephens, a quorum being present.

- I. **Approval of Agenda:** X. Zhang motioned to approve the agenda, and D. Maduli-Williams seconded the motion to approve. All voting members approved the motion with nobody abstaining or opposing. Therefore, the agenda was approved.
- II. **Approval of Minutes:** A. Gloag noted under 'Professional Development Opportunities', 'Math Recreation conference' should be edited to 'Recreational Math conference.' K. Reinstein noted under "Review and discuss proposal scores", '43/2' should be edited to '4/2.' K. Reinstein motioned to approve the minutes of May 7, 2018 with the edits, and A. Gloag seconded the motion to approve. All voting members approved the motion with nobody abstaining or opposing. Therefore, the minutes were approved with the aforementioned edits.
- III. **Old Business**

- a. **Convocation Planning:** P. Hopkins stated the Convocation presentation should be restricted within the parameter of 45 minutes to an hour. A. Gloag presented Poll Everywhere, a live, interactive software using text messaging or website correspondence for real-time polling/slideshows, to the Basic Skills Subcommittee as a demo for what can be presented at Convocation. She explained her plan for placing attendees in groups of three or four and promoting discussion. Questions in the demo were posed to the Subcommittee in regards to Convocation planning.

Placement Assistant, an alternative placement assessment tool that can be utilized in lieu of an assessment test, will also be displayed as a demo during the Convocation presentation and the Subcommittee agreed to ask Mesa College for permission to borrow the testing link. A. Gloag suggested the person presenting the assessment portion access the link and go through each step similar to how a student would.

P. Hopkins asked for clarification of the content and order of the presentation's agenda in terms of the audience's current knowledge of the AB 705/Basic Skills implementation and what they would like to know more about. A. Gloag suggested the format of PowerPoint slides as an information piece on what the Subcommittee has done so far and what are the steps going forward. P. Hopkins requested the definitions of the law be incorporated. A. Gloag agreed to create a couple of impactful slides. L. Ascione suggested incorporating the eventual impact on departments and programs. B. Stephens proposed reaching out to a representative from the Curriculum Committee to speak towards the changes. He/she would provide a research perspective and justification for San Diego Miramar College's current status in the implementation process and the reason for the necessity of basic skills. X. Zhang will create two to three slides and present the research perspective; one slide will address California State University, Long Beach's research. P. Hopkins agreed to request from President P. Hsieh if Basic Skills Subcommittee can present first. S. Johnson Shipman suggested students should be involved. P. Hopkins recommended Alana Bermodes, President of the Associated Student Government of Miramar College. B. Stephens and M. McGill recommended Basic Skills students enrolled in either or both Math 115 or English 265C for Spring 2018. P. Hopkins suggested an ASC student enrolled in a Summer 2018 course. Taped student interviews can be conducted in lieu of speaking in

front of an audience. A. Gloag presented the following list as the tentative order of the presentation's timeline:

- Basic Skills Subcommittee and AB 705 Project – What Is This?
- Research
- The impact AB 705 will have on the programs and departments
- Poll Everywhere
- Assessment, DSPS, Counseling, etc.
- Student Voice (video format; backup: quotes)
- What English/Math faculty have accomplished thus far (if time permits)

S. Johnson Shipman and A. Gloag agreed to partner as leads on the presentation. P. Hopkins solicited faculty to help over the summer and become compensated through ESUs. X. Zhang, D. Maduli-Williams, B. Stephens, M. McGill, and K. Reinstein agreed to contribute to presentation preparation. A. Gloag suggested Mary Kjartanson as a representative for CTE faculty. A. Gloag and S. Johnson Shipman agreed to ask M. Kjartanson for her input. DSPS and Counseling departments need to be represented including General Counseling. S. Johnson Shipman and A. Gloag agreed to reach out to DSPS and Counseling departments. Role for what these faculty will be determined as soon as possible before sending out invitation. P. Hopkins requested from A. Gloag and S. Johnson Shipman a list of personnel involved in presentation preparation. P. Hopkins agreed to request from President P. Hsieh for an hour of allotted time for the presentation. A. Gloag expressed that she believed this project will be finished by August 1, 2018. P. Hopkins stressed the significance of the AB 705 mandate and how implementation will affect everything and therefore, the changes must be communicated effectively. S. Johnson Shipman suggested a representative for Curriculum, and P. Hopkins recommended Mara Palma-Sanft. B. Stephens suggested a date needs to be set in June to meet and videos should be finished by mid-July.

- b. **Next BSI Meeting:** B. Stephens provided a reminder for the next meeting which will be held on August 20, 2018.

IV. **New Business:** There was no new business discussed.

V. **Other:**

- a. **Professional Development:** B. Stephens mentioned a number of Professional Development events will occur during the summer months. Seven faculty members will attend CAP (California Acceleration Project). D. Tran and S. Johnson

Shipman explained Mary Kjartanson and Allen Anderson will attend the SI Supervisor Training Conference at the University of Missouri – Kansas City on a to-be-determined date instead of the summer.

- b. **SI Leader and SI Faculty Awareness Trainings:** P. Hopkins inquired to D. Tran about the list of names of 40 SIs and 25 faculty participating in the SI Leader and SI Faculty Awareness Trainings being held August 13 – 14 and August 15, 2018, respectively. P. Hopkins stated her concerns about the number attending due to the BSI funding (range: \$24,000 – \$27,000) being utilized for the event. D. Tran stated the list has not been fully generated yet, but an email was sent out to SI leaders. He communicated with confidence that since training is mandatory for SI leaders, about half of the seats have been filled, and he will be able to bring together SI and faculty for the training. B. Stephens suggested to D. Tran about sending an email emphasizing the urgency of signing up in a timely manner and incorporating the verbiages, “time is running out” and “limited seating.” A. Gloag recommended sending an email about the dates and times for the event. P. Hopkins suggested sending reminder emails and asking David Mehlhoff for a FLEX number to be attached to the training.
- VI. **Adjournment:** X. Zhang motioned to adjourn the meeting and A. Gloag seconded the motion. All voting members approved the motion with nobody abstaining or opposing. The meeting adjourned at 2:26 p.m.

Jennifer Ock