

## Basic Skills Subcommittee

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

February 4, 2019

1:15 – 2:45 p.m., Rm. N-206

### MINUTES

**Voting Members:** Paulette Hopkins (Co-Chair/Administrator), Adrian Gonzales (Administrator), Becky Stephens (Faculty Co-Chair/BSI Co-Coordinator), Stefanie Johnson Shipman (Faculty Co-Chair/BSI Co-Coordinator), Christopher Silva (Faculty, Developmental Math), Anne Gloag (Faculty, Developmental Math), Ken Reinstein (Faculty, Developmental English/ELAC), Denise Maduli-Williams (Faculty, Developmental English/ELAC), Randy Claros (Faculty, Counseling), Dave Clark (Faculty, Counseling), VACANT (Faculty, CE), Donnie Tran (Academic Success Coordinator), Xi Zhang (Classified Staff), Reylyn Cabrera (Classified Staff), Meredith McGill (Classified Staff), Rosa Finocchiaro (Student)

**Staff/Resource:** Jennifer Ock (Administrative Technician, Instructional Services)

*Approved: March 4, 2019*

**Present:** Paulette Hopkins, Adrian Gonzales, Stefanie Johnson Shipman, Anne Gloag (proxy for Becky Stephens), Ken Reinstein, Denise Maduli-Williams, Randy Claros, Donnie Tran, Xi Zhang, Reylyn Cabrera, Meredith McGill, Rosa Finocchiaro

**Guests:** Isabelle Martin (proxy for Dave Clark), Tonia Teresh, Clarissa Padilla

**Absent:** Becky Stephens, Christopher Silva, Dave Clark

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- I. **Call to Order** – 1:19 P.M.
- II. **Approval of Agenda** – Motion to approve the agenda by R. Cabrera; seconded by D. Maduli-Williams; motion to approve carried.
- III. **Approval of Minutes from December 17, 2018** – Motion to approve the minutes with the amendment in section IV. D. 2. from ‘...will no longer meet...’ to ‘...may no longer meet in its current structure and/or purpose’ by M. McGill; seconded by D. Maduli-Williams; motion to approve carried.
- IV. **Old Business**
- A. Budget Report
    - a. P. Hopkins showed the budget report, SSBS Projected Obligations Proposal for Future, as presented in the prior meeting. However, the total amount of \$230,013.00 should be replaced with an estimated \$208,000. All expenses associated with the University of Missouri – Kansas City SI Training had been charged to the SSBS account rather than the BSSOT account.
    - b. A. Gloag noted the number of ESUs still has not changed on the budget report.
    - c. P. Hopkins requested the January and February 2019 expense reports from the committee members.
  - B. Professional Development Opportunities and Reports
    - a. The committee members described the following, upcoming and past professional development opportunities:
      - i. Student Success & Equity Group Planning Meeting – February 8<sup>th</sup> (10:00 AM – 12:00 PM)

1. T. Teresh stated it will be an overview of the Student Equity Plan requirements and the data behind it. Two additional dates have been created.
- ii. Love & Support: SDCCD Professional Learning Spring Series (multiple meetings/multiple dates)
  1. D. Maduli-Williams stated the topic of Love & Support has come about due to the AB 705 mandate. The series will help students feel supported to complete their courses successfully.
- iii. Digital Learning Day – February 28<sup>th</sup> (online platform)
- iv. San Diego Area Writing Project – March 2<sup>nd</sup> (8:00 AM – 12:00 PM)
- v. Online Teaching Conference – June 17<sup>th</sup> to 19<sup>th</sup>
- vi. 3CSN Regional Summit: Students are Educators; Educators are Students – February 8<sup>th</sup> (8:30AM – 3:00PM)
- vii. CAP: Acceleration Across California – February 21<sup>st</sup> to February 23<sup>rd</sup>
- viii. ACTLA – April 25<sup>th</sup> to April 27<sup>th</sup>
- ix. Reading Apprenticeship Conference: Literacy at the Heart of Institutional Change – May 3<sup>rd</sup> to May 4<sup>th</sup>
- x. Conference on College Composition and Communication – March 13<sup>th</sup> to 16<sup>th</sup>
- xi. TESOL International Convention – March 12<sup>th</sup> to 15<sup>th</sup>
- xii. The English department hosted a professional development session on-campus in a two-day institute format. It focused on co-requisite teaching. D. Maduli-Williams and S. Johnson Shipman led sessions on a variety of topics (e.g. working with ELAC students, reading strategies, technology, social justice, equity). Attendees' feedback consisted of wanting longer sessions, a longer seminar overall, and holding future sessions.

#### C. SEA Program Update

- a. T. Teresh described that the Student Success and Advisory group is charged with the equity and success planning process. As part of the Student Equity and Achievement (SEA) process, the Student Equity Plan must be submitted to the state office. The discussion had been centered on who should be involved with the plan. One concern had been a lack of subject matter experts. Therefore, as the group identifies the Disproportionately Impacted (DI) populations, it would also identify the appropriate offices who would know them best.
- b. Among the success indicators to address in the plan, one is titled the 'Completion of Transfer- level English and Math.' The Basic Skills Initiative Subcommittee's membership fits well with the subject matter experts needed for the aforementioned indicator. A core group is necessary to begin the discussion on what to focus on. Data will be provided by T. Teresh and X. Zhang in addition to a template for which students, goals, and activities must be identified.
- c. The plan is due in June 2019. The drafts are due by March 15<sup>th</sup>.
- d. There will be three upcoming meetings (Friday, 9:00-10:30 AM; Tuesday, 3:30 – 5:00 PM; Wednesday, 12:00-1:30 PM) to further discuss how to move forward with the Student Equity Plan. S. Johnson Shipman and T. Teresh urged the members to attend one of the meeting options.

#### V. New Business

- A. SEA Program: Student Equity Plan – See item C., SEA Program Update
- B. Next Meeting: March 4, 2019
  - a. S. Johnson Shipman stated the next scheduled committee meeting is March 4, 2019. However, due to the short window for planning/working on the Student Equity Plan, the committee will need to have additional meetings outside of those that had already been scheduled for the academic year. Therefore, a special meeting(s) will be held in the upcoming Mondays as needed.

#### VI. Other

- A. S. Johnson Shipman stated the committee should hold another professional development event on-campus due to the great feedback received from the Marketplace of Interactive Strategies. She proposed the event to occur on April 15, 2019.
- B. Co-chairs will lead the project with the option for presenters from the committee.

- C. The committee discussed the following points:
  - a. Keeping the same format but having a different focus with different presenters
  - b. Professional development being under the purview of the Professional Development Committee
  - c. Integrated, collaborative approach toward professional development based on new legislation
  - d. Availability of funding for professional if it falls under the campus-wide benefit

**VII. Adjournment** – Motion to adjourn the meeting by D. Maduli-Williams; seconded by K. Reinstein; motion to adjourn carried. The meeting adjourned at 2:05 P.M.

Minutes for Basic Skills Subcommittee Meeting (continued)

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