

Basic Skills Subcommittee

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

March 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), VACANT (Faculty, Developmental Math), Anne Gloag (Faculty, Developmental Math), Ken Reinstein (Faculty, Developmental English/ELAC), Denise Maduli-Williams (Faculty, Developmental English/ELAC), VACANT (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 18, 2019

Present: Paulette Hopkins, Becky Stephens, Stefanie Johnson Shipman, Anne Gloag, Ken Reinstein, Dave Clark, Donnie Tran, Xi Zhang, Reylyn Cabrera, Meredith McGill

Guests: Kelly Dunlap (proxy for Rosa Finocchiaro)

Absent: Adrian Gonzales, Denise Maduli-Williams, Rosa Finocchiaro

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- I. **Call to Order** – 1:21 P.M.
- II. **Approval of Agenda** – Motion to approve the agenda by A. Gloag; seconded by X. Zhang; motion to approve carried.
- III. **Approval of Minutes from February 4, 2019** – Motion to approve the minutes with the amendment in section VI. B. from ‘D. Maduli-Williams and A. Gloag will lead the project.’ to ‘Co-chairs will lead the project with the option for presenters from the committee’ by D. Clark; seconded by K. Reinstein with B. Stephens abstaining; motion to approve carried.
- IV. **Old Business**
- A. Budget Report
 1. B. Stephens stated some of January and all of February 2019 expense reports from the committee members have not been submitted yet. She also requested that the co-chairs be informed if spending will be more or less than expected and had been originally requested for.
 2. P. Hopkins and S. Johnson Shipman reviewed the budget and noted that around \$11,000 has been set aside for professional development. The co-chairs urged the committee members to disseminate the information about the availability of funds for AB 705 related professional development events and/or conferences.
 3. B. Stephens requested from D. Tran and K. Reinstein expense estimates for the spring 2019 term from the Tutoring and English Center arenas.
 - B. Professional Development Opportunities and Reports

1. S. Johnson Shipman described the following, upcoming professional development opportunities:
 - a) Student Success & Equity Advisory Group Planning Meeting – March 22nd (10:00 AM – 12:00 PM)
 - (1) All-team meeting for the Equity Plan for SEA during which all indicators will be reviewed
 - b) Love & Support: SDCCD Professional Learning Spring Series
 - (1) Supporting Student Voice – Dr. Curtis Acosta; April 5th (8:30AM – 3:00PM)
 - (2) Re-Envisioning Assessment – Asao Inoue; April 26th (8:30AM – 3:00PM)
 - c) AB 705 Implementation Workshop – April 12th (9:30 AM – 4:00 PM)
 - d) Association of Colleges for Tutoring & Learning Assistance (ACTLA) – April 25th to April 27th
 - e) Reading Apprenticeship Conference: Literacy at the Heart of Institutional Change – May 3rd to May 4th
 - f) Online Teaching Conference - June 17th to 19th
 - g) International Society for Teaching Education – June 23rd to 26th

C. Student Equity Plan: Transfer-Level English and Math Indicator

1. S. Johnson Shipman stated the Student Equity Plan: Transfer-Level English and Math indicator document had been worked on during the March 4th special meeting, which in turn, received feedback at the March 8th Student Equity Planning meeting. With the data in a state of constant flux, the draft is being constantly updated.
2. P. Hopkins stated T. Teresh recommended looking at trends from the past five years to determine percentage increases and decreases. The plan will be evaluated every year.
3. The committee drafted language and discussed the following points in regards to completing the indicator worksheet:
 - a) Appropriate percentage increases and decreases for goals
 - b) Applying statistical concepts to the data and goals
 - c) AB 705 mandate's effects
 - d) Margin of errors
 - e) Planned, support interventions (e.g., tutoring) for students
 - f) Gathering data from recent and current X courses (e.g. LCOM 96x) and respective analyses
 - g) Marketing strategies
 - h) Active versus passive plans of action
 - i) Analyses of course versus class section data; the misleading trends when looking at the latter's information
 - j) Further data disaggregation through cross-tabulation
 - k) Accuracy from self-reporting
4. The committee members agreed to work together for the remainder of the meeting to discuss specific activities to incorporate into the English portion of the indicator document.

V. New Business

A. Next Meeting: March 11, 2019 (if needed) and/or March 18, 2019

1. S. Johnson Shipman stated a special meeting may need to be held on March 11, 2019 to review the final document. The meeting may last around 30 to 45 minutes. The next, regular meeting will be held on March 18, 2019.

VI. Other – None

VII. Adjournment – 2:45 P.M.

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