

Basic Skills Subcommittee

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

April 1, 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: May 6, 2019

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

Guests: Lou Ascione

Absent: Adrian Gonzales, Stefanie Johnson Shipman, Reylyn Cabrera, Rosa Finocchiaro

I. Call to Order – 1:20 P.M.

II. Approval of Agenda – Motion to approve the agenda by M. McGill; seconded by D. Clark; motion to approve carried.

III. Approval of Minutes from March 18, 2019 – Motion to approve the minutes by D. Clark; seconded by M. McGill with K. Reinstein abstaining; motion to approved carried.

IV. Old Business

A. Budget Report

1. B. Stephens requested the March budget reports from the committee members exclusive of the tutoring's. She stated the ASC's spreadsheet includes all personnel that had been hired, inclusive of the English Center. The overall, current state of the budget will have to be figured out at a later date and presented at a later meeting.
2. P. Hopkins stated her concerns about spending the funds by June 30th. If certain funds will need to be moved around to account for a lack of spending, this will possibly create more work for the Business Office.

B. Professional Development Opportunities and Reports

1. B. Stephens listed the following, upcoming professional development opportunities:
 - a) So Cal Tutor Expo – March 29th to March 30th; Santa Barbara City College

- b) Navigating and Networking Through AB 705 Implementation: We're All In This Together – May 3rd (9:00AM – 2:00PM); Mesa College
 - c) Love & Support: SDCCD Professional Learning Spring Series
 - (1) Supporting Student Voice – April 5th (8:30 AM – 3:00PM); Mesa College
 - (2) Re-envisioning Assessment – April 26th; City College
 - d) AB 705 Implementation Workshop – April 12th; Los Angeles
 - e) Association of Colleges for Tutoring and Learning Assistance (ACTLA) – April 25th to April 27th; Las Vegas
 - f) Reading Apprenticeship Conference: Literacy at the Heart of the Institutional Change – May 3rd to May 4th; Irvine
 - g) Miramar SS&E Advisory Group Planning Meeting – March 22nd (9:00AM to 12:00PM); L-309
 - (1) All team meeting
 - h) Counseling in the Era of Equity: Critical Competencies for Student Success – June 12th to June 14th; San Mateo
 - i) Math Recreation Conference - April 26th to 27th; South Lake Tahoe
 - j) Online Teaching Conference - June 17th to 19th; Anaheim
- C. Student Equity Plan: Transfer-Level English and Math Indicator
- 1. B. Stephens reported and showed the draft version of the Transfer Level Math and English Indicator document for the Student Equity Plan as reviewed in the March 12th meeting. She pointed out that the 12% current baseline data for the overall student population represents both Mathematics and English despite the two having higher percentages separately. She also stated the 14% stands for the goal for the overall student population and listed the various DI populations as broken down by age group (e.g., 20–24, 25-29, 30-34, 35-39, 40-54), race/ethnicity (e.g., African American, Black, Latinx), and others (e.g., veterans). Further research will be needed for the older age groups due to the AB 705 mandate, and the creation of classes during evening/weekend times may aid the students in such categories. Umoja and the Black Student Union are example of resources for support in targeting the specific racial and ethnic groups.
 - 2. The committee had addressed questions 1 and 2 in the Student Equity Plan. Tonia Teresh will present the document to the College Executive Committee and the Board respectively for review.
 - 3. B. Stephens stated she will send this document to the committee members.
 - 4. The committee discussed the following points:
 - a) Fluidity of data on a day-to-day basis; new DI populations observed through the last dataset
 - b) Intersectional data
 - 5. Motion to approve the support of the Student Equity Plan: Transfer-level English and Math Indicator by K. Reinstein; seconded by M. McGill; motion to approve carried.
- D. Marketplace of Interactive Strategies: Planning
- 1. B. Stephens showed and reviewed the Marketplace of Interactive Strategies flyer. She requested presenters send the title and a brief description of what will be presented by April 5th to S. Johnson Shipman and B. Stephens. The information will be used to create a program and PowerPoint slide show.
 - 2. B. Stephens stated a formal meeting will not take place on the date of the Marketplace of Interactive Strategies event.
- E. 2019 – 2020 Committee Structure Discussion
- 1. B. Stephens showed the Basic Skills Subcommittee's webpage delineating the committee's current composition, structure, goals, and procedures and inclusive of possible edits in relation to the new group that may form moving forward after the 2018-2019 academic year. She also showed the ideas that the members of the committee and the Student Success and Equity Advisory members generated from a previous meeting in regards to the future charge and format of the group being formed. The presentation listed the similarities among the ideas in addition to the current committee

structure/workflow and what steps to take moving forward (e.g. discussion of meeting needs, how the current committee intersects with the SSSP members, Academic Success Center, etc.). Furthermore, the draft version of the SSBS Projected Obligations Proposal for Future had been shown.

2. The committee discussed the following points:
 - a) The need for a new group and its purpose in relation to addressing the Transfer-level English and Math Indicator
 - b) Structure as a committee, subcommittee, or steering committee; which parent committee or division would the new committee report to
 - c) Lack of structure within the Student Equity Achievement (SEA)
 - d) The amount of work involved in operating a committee/subcommittee and the reassigned time being given to the respective co-chairs
 - e) Expansion of membership depending on whose subject matter expertise is needed
 - f) The new group's name (possibly TEAM: Transfer English And Mathematics)
 - g) Adopting new indicators to broaden the focus of the current committee to retention, persistence, and completion
 - h) Lack of control of the SEA budget
 - i) Allocation of a portion of SEA funds to the new group to oversee
 - j) Concern that professional development is not centralized; whose purview it would be
 - k) Frequency of group meetings (from twice to once a month)
3. The committee members tentatively agreed that the new group still be structured as a subcommittee under the title, TEAM (Transfer English and Mathematics) Subcommittee. The members will vote on this item on the May 1st meeting.

V. New Business

A. Next Meeting: April 15 (Marketplace of Interactive Strategies)

1. B. Stephens stated the Marketplace of Interactive Strategies will be held on April 15th in K1-107.

VI. Other

VII. Adjournment – Motion to adjourn the meeting by D. Maduli-Williams; seconded by M. McGill; motion to adjourn carried. The meeting adjourned at 2:46 P.M.