

## Basic Skills Subcommittee

Co-Chairs: Paulette Hopkins and Becky Stephens

October 7, 2019

1:30 p.m. – 2:45 p.m., Rm. N-206

### MINUTES

Approved: 10/21/19

**Present:** Francois Bereaud, Dave Clark, Iliana Grijalva, David Halttunen, Paulette Hopkins, Stefanie Johnson Shipman, Meredith McGill, Ken Reinstein, Donnie Tran, Xi Zhang

**Absent:** Reylyn Cabrera, Rosa Finocchiaro (student), Becky Stephens

**Guests:** Lou Ascione, Tonia Teresh

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#### I. Call to Order

The meeting was called to order by Co-Chair Paulette Hopkins at 1:34 p.m. Since two new members were present, introductions were made.

#### II. Approval of Agenda

MSC (Zhang/McGill) to approve the agenda as presented.

#### III. Approval of Minutes from September 16, 2019

MSC (Johnson Shipman/Reinstein) to approve the minutes of September 16, 2019 as presented.

#### IV. Old Business

##### A. 2019-2020 Committee Structure Discussion and Process for Change

Paulette Hopkins indicated that College Governance Council (CGC) is tomorrow and asked for representation from this committee in the event Becky Stephens cannot make the meeting. Donnie Tran and Dave Clark indicated possible availability. After discussion, Tran agreed to attend in lieu of Stephens, if needed.

##### B. 2019-2020 Basic Skills Coordinator Transition

The subcommittee thoroughly reviewed the Basic Skills Coordinator position announcement and offered clarification and edits. STEPHENS/HOPKINS to send revised announcement to the members for further feedback and approval at the next meeting.

HOPKINS to communicate with STEPHENS regarding the evaluation process for the Coordinator and following-up with the Academic Senate (Laura Murphy).

##### C. SEA Reporting and Equity Plan

Tonia Teresh gave an update on the SEA Annual Report and Miramar Student Equity Plan. The SEA annual report due in January 2020 will be a status report. She indicated that although the State

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Chancellor's Office wants to see outcomes in the future, they are cognizant that activities are preliminary since equity plans are just now being implemented.

Highlights mentioned:

- SEA report will include an update on Student Equity Plan activities; three to five activities and populations will be selected to report on status;
- The annual report is mandatory and the template is currently a work-in-progress, being finalized by the State Chancellor's Office;
- Focus is on DI (Disproportionately Impacted) populations.

Teresh reviewed the Miramar 2019-22 Student Equity Plan (SEP) submitted in June 2019:

- Reminder that in Spring 2019, the Basic Skills Subcommittee, through integrated work with the Student Success and Equity Advisory Group, formulated a plan for the SEP metric *Completion of transfer-level Math and English with the first year*;
- BSI developed two activities to increase success in this metric: (1) Proactive promotion of early Math and English completion; (2) Transfer English and Math--inquiry and implementation of best practices;
- This year BSI will need to determine action steps to implement these activities;
- Building a culture of evidence will be necessary in implementing the plan;
- Focusing on activities which the campus is already doing successfully is a start, but there is a need for baseline data in order to assess effectiveness of interventions, especially as it relates to DI populations.

TERESH to send the link for the Student Equity Plan to the subcommittee leads.

D. Professional Development Application Process

Item tabled to next meeting.

V. New Business

A. Proposals for X-Course Training

Hopkins indicated there is a dire need to train faculty to teach the "X" courses so that the college can offer more sections in the spring. She asked if the English and Math departments can submit a proposal by November 4, 2019. ENGLISH and MATH subcommittee members to further explore.

B. Professional Development Opportunities and Reports

Future professional development opportunities was displayed on screen. SAMPAGA to send Powerpoint slides to members.

VII. Adjournment

MSC (McGill/Zhang) to adjourn the meeting at 2:46 pm.

*Carol Sampaga*  
*Office of Instruction*