

**Basic Skills Subcommittee**

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

May 20, 2019

1:15 – 2:45 p.m., Rm. N-206

**MINUTES**

**Approved: 9/16/19**

Present:

Reylyn Cabrera. Dave Clark, Paulette Hopkins, Stephanie Johnson Shipman, Denise Maduli-Williams, Meredith McGill, Becky Stephens, Donnie Tran, Xi Zhang, Ken Reinstein

Absent:

Anne Gloag, Rosa Finocchiaro (student)

1. **Call to Order** – 1:18 P.M.
2. **Approval of Agenda** – Motion to approve the agenda by M. McGill; seconded by D. Clark; motion approved.
3. **Approval of Minutes from May 6, 2019** – Motion to approve the minutes by R. Cabrera; seconded by X. Zhang; motion approved.
4. **Old Business** 
   1. 2019 – 2020 Committee Structure Discussion
      1. B. Stephens that during the co-chairs’ meeting from last week, they decided the subcommittee structure change cannot finish undergoing the shared governance process for approval due to the limited time. The change must first receive approval from the Academic Affairs Committee and then the rest of the governance chain of command.
      2. S. Johnson Shipman stated she brought forth the change at the Academic Affairs Committee meeting. The members approved the change and it will now move onto the next step.
      3. B. Stephens stated for the interim, the subcommittee will maintain the current structure for Fall 2019 and possibly Spring 2020 until the change is officially approved. The Committee Request Change form will be reviewed and possibly approved during the first or second meeting in Fall 2019.
      4. The subcommittee discussed the following points:
         1. Same meeting dates/times (1st and 3rd Mondays from 1:15 P.M. – 2:45 P.M.) or different meeting dates/times for Fall 2019 due to the Mathematics faculty not being able to attend; meeting less frequently and possibly shifting the start time to 2:00 P.M.
         2. Shifting the focus: supporting students and faculty within the transfer-level courses but not overseeing the tutoring budgets
5. **New Business**
   1. 2019 – 2020 Basic Skills Coordinator Transition
      1. S. Johnson Shipman stated the feedback the subcommittee members provided from the May 6th meeting in regards to the 2019 – 2020 Basic Skills Coordinator positions have been approved by P. Hopkins, L. Woods, and L. Ascione. The changes will still need to be incorporated into the existing language. Hence, the call for the coordinators still has not been sent out yet.
      2. She (S. Johnson Shipman) will not be a subcommittee co-chair effective Fall 2019, but may be a member. D. Maduli-Williams may transition to other (sub) committees. They will speak to their respective department about this matter.
      3. Becky Stephens stated the current assignment as a co-chair for herself will be extended.
      4. During summer, the co-chairs will be working on the BSSOT report, which will be due in July, filling out the Committee Request Change form, and finalizing the job description changes for the 2019 – 2020 Basic Skills Coordination positions.
      5. P. Hopkins stated The subcommittee should support the WELL (Writing and English Language Lab) during the transition utilizing the Basic Skills budget. The Student Equity Achievement (SEA) received an additional $200,0000 based on the college’s performance for the 2017 – 2019 year. The following year, the program will receive $400,000. However, these amounts are under one fund.
      6. B. Stephens stated that the subcommittee’s professional development funding is strictly related to English and Mathematics transfer-level courses. The Professional Development Committee utilizes AFT funds when reviewing and approving proposals.
6. **Other**
   1. The subcommittee members agreed the first meeting in Fall 2019 will be on September 16.
   2. P. Hopkins stated a liaison position may be created for the 2019 – 2020 transition year and will be funded by the SSBS grant as a backfill. He/she will be responsible for the English and Mathematics tutor training. The respective deans will oversee the hiring of the position.
7. **Adjournment** – Motion to adjourn the meeting by R. Cabrera; seconded by B. Stephens; motion approved. The meet adjourned at 1:52 P.M.

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