

Basic Skills Subcommittee

Co-Chairs: Paulette Hopkins and Becky Stephens

November 4, 2019

1:30 p.m. – 2:45 p.m., Rm. N-206

Approved: 2/3/20

MINUTES

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

Absent: Reylyn Cabrera, David Halttunen, Rosa Finocchiaro (student)

Guests: Lou Ascione, Carmen Jay, Nessa Julian, Laura Murphy

I. Call to Order

The meeting was called to order by Co-Chair Becky Stephens at 1:37 p.m. STEPHENS to follow-up with the Associated Student Government regarding student representation.

II. Approval of Agenda

MSC (Bereaud/Clark) to approve the agenda as submitted.

III. Approval of Minutes from October 21, 2019

MSC (McGill/Clark) to approve the minutes of October 21, 2019 as presented. (Abstention-1)

IV. Old Business

A. CGC Update

Becky Stephens indicated she will be attending the CGC meeting on November 12 as part of the follow-up approval process for proposed changes to the committee charter. Discussion focused on a suggested name change to include the ELAC-student perspective and be more inclusive relative to funding parameters. It was clarified that this year's budget has been allocated for faculty coordination of programs and services, tutoring and supplemental instruction, and professional development.

Questions arose regarding the process for college-wide planning and budgeting. This year, commitment was made to meet objectives of AB705 and professional development. Allocation of funds falls within management purview. It was stated that faculty coordinator expenses were set aside first and the rest divvyed to tutoring and professional development.

B. 2019-2020 Basic Skills Coordinator Transition/Application Update

The job/position description was displayed and discussed. Comments were made about changing the description. Subcommittee members were asked to offer

feedback to Stephens and Hopkins for revisions and further review at the next meeting. Hopkins and Murphy to touch base soon; item will be brought forward to the November 18 meeting.

C. Proposals for X-Course Training

The Math department's proposal was reviewed. Bereaud to revise so that funding matches hours and will work on recruiting faculty participation. Being requested are 4.0 ESU's to plan and offer professional development for teaching "X" courses.

ELAC and English proposals are pending. It was stated that Adrian Arancibia is working on a proposal for the English department. Faculty present indicated they will follow-up with ELAC faculty for their proposal. All proposals to be reviewed at the next meeting since time is of the essence.

V. New Business

A. Discussion of Meeting Schedule/Frequency

Suggestion was made to keep the twice-a-month meeting schedule and determine at the first meeting of the month whether or not a second meeting needs to be held. Because of the pending professional development proposals, there will be a meeting on November 18.

B. Professional Development Opportunities and Reports

Stephens inquired if anyone would attend the CAP Conference. Bereaud and Jay will ask their faculty to submit travel requests if interested.

VI. Other

No other business items.

VII. Adjournment

MSC (Bereaud/Clark) to adjourn the meeting at 2:54 pm.

*Carol Sampaga
Vice President's Office of Instruction*