

## Basic Skills Subcommittee

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

August 20, 2018

1:15 – 2:45 p.m., Rm. N-206

### MINUTES

**Voting Members:** Paulette Hopkins (Co-Chair/Administrator), Gerald Ramsey (Administrator), Becky Stephens (Faculty Co-Chair/BSI Co-Coordinator), Stefanie Johnson Shipman (Faculty Co-Chair/BSI Co-Coordinator), Cheryl Vallejo (Faculty, Developmental Math), Anne Gloag (Faculty, Developmental Math), Ken Reinstein (Faculty, Developmental English/ESOL), Denise Maduli-Williams (Faculty, Developmental English/ESOL), Randy Claros (Faculty, Counseling), Dave Clark (Faculty, Counseling), VACANT (Faculty, CE), Xi Zhang (Classified Staff), Reylyn Cabrera (Classified Staff), Meredith McGill (Classified Staff), Mark Johnson (Student)

**Staff/Resource:** Jennifer Ock (Administrative Technician, Instructional Services)

Approved: 9/17/2018

### Minutes of August 20, 2018

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

**Guests:** Jesse Lopez, Adrian Gonzales, Lou Ascione, Linda Woods, Tonia Teresh

**Absent:** Becky Stephens, Meredith McGill, Cheryl Vallejo, Randy Claros, Mark Johnson

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- I. **Call to Order:** The regular meeting of the Basic Skills Subcommittee was held on Monday, August 20, 2018 in Miramar College, Room N-206. The meeting was called to order at 1:21pm by co-chair, S. Johnson Shipman, a quorum being present.
  - II. **Approval of Agenda:** A motion to approve was raised by A. Gloag and seconded by D. Maduli-Williams, unanimously carried to approve the agenda.
  - III. **Approval of Minutes from May 21, 2018:** A. Gloag motioned to approve the minutes and D. Clark and R. Cabrera seconded with A. Gonzales and R. Cabrera abstaining, unanimously carried to approve the agenda.
  - IV. **Old Business**
    - A. **AB 705 update:** S. Johnson Shipman shared documents and a website in regards to AB 705 updates provided over Summer 2018 (e.g. MMAP summaries, FAQ addressed at Academic Senate for California Community Colleges, July 10<sup>th</sup> Memo from Vice Chancellor Hope) which will be sent out to the rest of the committee.
      1. Academic Senate FAQ - D. Maduli Williams noted the new set of approvals from the Board of Governors but it does not pertain to ESL. K. Kilanski highlighted that from a research perspective, it is difficult to prove that students are highly unlikely to succeed. S. Johnson Shipman pointed out the clear use of language with phrases such as 'only if they are highly unlikely' and 'if they are placed, it must increase the likelihood'.

2. MMAP summaries - S. Johnson Shipman shared a quote: "Students who are placed directly at transfer-level complete the transfer-level course at a higher rate than students who begin below transfer-level, regardless of GPA." T. Teresh explained the additional support drives a higher success rate. A. Gloag stated the significance of providing such resources.

## V. New Business

- A. Review committee composition, purpose, and procedures
  1. S. Johnson Shipman would like to find a representative who is primarily part of the transfer-level faculty in English and Math. A. Gloag suggested finding a faculty member from another discipline. P. Hopkins stated such a recommendation would need to go through Academic Affairs, CGC, and Academic Senate. The members agreed to add a transfer-level faculty member. L. Woods stated the members should figure out what this possible new member will contribute to the committee. A. Gonzales suggested keeping the number of representatives the same but reducing the number of developmental Math and Developmental English/ESOL faculty from 2 to 1 respectively and allowing 2 additional transfer-level faculty members. D. Maduli-Williams stated that she believes there is a missing link from the English side. D. Maduli-Williams and P. Hopkins suggested take out the word, 'developmental', from the titles. A. Gloag motioned to remove 'developmental' and add a faculty member at-large and seconded by R. Cabrera, unanimously carried to approve the motion.
  2. On the committee's webpage, edits will be made to update the language for the committee's goals and such. T. Teresh suggested drafting the changes but holding off on voting and implementation due to the upcoming changes from AB 705. It may be premature to since the group's focus will be altered. S. Johnson Shipman proposed creating a draft and, finalizing/moving forward at the end of the Fall 2018 semester. L. Woods and A. Gloag vocalized their concerns of lack of goals and thus, the edits should be finalized soon. S. Johnson Shipman will gather any emailed comments and suggestions for edits and send out the compilation by email.
- B. Fall 2018 meeting/presentation structure and schedule
  1. S. Johnson Shipman stated five meetings are left until the end of Fall 2018 semester. For the presentation, P. Hopkins requested for faculty and staff who attended Professional Development to provide updates on what they learned. A. Gloag suggested an interactive group activity in which 3 or 4 people share what they learned in terms of pedagogical strategies and such. S. Johnson Shipman described creating 4 mini presentations (2 for Math; 2 English); A. Gloag will take Math while D. Maduli-Williams will take over the technology side. They also agreed to find two other personnel.
- C. Budget updates
  1. Status of BSSOT grant and budget impact on SSBS
    - a) BSSOT is ending a semester early (December 2018) versus the original end date of June 2019. P. Hopkins sent a letter to the Vice Chancellor who did not provide a response. S. Johnson Shipman provided a spreadsheet detailing the different elements of the budget plan and is broken down by BSSOT, BSI, and SDICCA. S. Johnson Shipman and B. Stephens must sign off on those specific budgets after the respective deans sign the faculty's' TAOs. P. Hopkins explained \$200,000 will need to be spent by June 2020. However, T. Teresh believes that fund may not come through since the grants are operating as if SSSP, SEP, and Basic Skills budgets are still available. The allocation to Miramar College is undetermined. With the dissolution of Basic Skills, the Student Equity Achievement Plan will not reach out to those specific areas and instead, will be an overarching plan.
  - A. Gloag suggested an on-campus mini-conference. The members convened on creating one to be held on Saturday for half a day with compensation for adjuncts and providing breakfast/lunch with possible Miramar College faculty/staff providing presentations.

D. Basic Skills Action Plan and Integrated Plan (SEA)

1. P. Hopkins described the Basic Skills Action Plan will need to be updated as the committee's charges change.
2. T. Teresh shared the Student Equity and Achievement program (SEA or SEAP) is a combination of three programs and had the following three requirements: maintain student equity plan, continue to provide matriculation services and educational planning, and implement AB 705. The 2020-2022 student equity plan takes into consideration five indicators (transfer, completion of degree and certificates, ESL and Basic Skills completion, access, and course completion) and is adding first-generation college students and LGBTQIA+. P. Hopkins commented that the Action Plan had been done locally. Tonia responded that it may change and the liaison type model is not robust enough moving forward. The student equity originated from the District and the fund transfers over to the District in a lump sum form. P. Hopkins cited due to this change, she will need to change the Action Plan.

E. Professional development opportunities and reports

1. D. Tran stated the SI Training went well and each training session reached the maximum capacity.

VI. **Other:** None

VII. **Adjournment:** The motion to adjourn the meeting was made by R. Cabrera and seconded by A. Gloag, unanimously carried to adjourn the meeting. The meeting ended at 2:47pm.

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