San Diego Miramar College | Office of Instructional Services

Basic Skills Subcommittee

Co-Chairs: Paulette Hopkins, Becky Stephens and Stefanie Johnson Shipman
December 17, 2018
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), Christopher Silva (Faculty, Developmental Math), Anne Gloag (Faculty, Developmental Math), Ken Reinstein (Faculty, Developmental English/ELAC), Denise Maduli-Williams (Faculty, Developmental English/ELAC), Randy Claros (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: February 4, 2019

Present: Paulette Hopkins, Becky Stephens, Stefanie Johnson Shipman, Anne Gloag (proxy for Christopher Silva), Ken Reinstein, Denise Maduli-Williams, Randy Claros, Dave Clark, Donnie Tran, Xi Zhang, Reylyn Cabrera, Meredith McGill
Guests: Lou Ascione, Tonia Teresh, Patricia Guevarra
Absent: Adrian Gonzales, Christopher Silva, Rosa Finocchiaro

I.   **Call to Order –** 1:18 P.M.

II. **Approval of Agenda –** Motion to approve agenda by K. Reinstein; seconded by X. Zhang; motion to approve carried.

III. **Approval of Minutes from November 5, 2018 and December 3, 2018**

   A. Motion to approve the November 5, 2018 minutes by M. McGill; seconded by D. Clark; motion to approve carried

   B. T. Teresh noted in IV. C. 1. Paragraph 4 (SEAP: Next Steps), the language should change from "…it will most likely be tied to student equity." to "…and it is the Student Equity Plan." Motion to approve the December 3, 2018 minutes with the amendment by A. Gloag; seconded by K. Reinstein with R. Cabrera abstaining; motion to approve carried.

IV. **Old Business**
   A. Budget Report
      1. P. Hopkins showed the Current BSI obligations - SSBS Projected Obligations Proposal for Future document in terms of the Spring 2019 projects inclusive of the revisions. She summarized what changed from Fall 2018 to Spring 2019 in addition to the various expenses and under which fund each item had been charged to. A. Gloag noted there should be a correction from 32 ESUs to 22 ESUs and a 0.1 release for the Mathematics activity.

2. P. Hopkins thanked all parties involved in the requisition orders for the supplies (e.g., laptops, carts, calculators).
3. L. Ascione stated the Writing Assessment project has been modified to assess students already in the sections to analyze how well they had been placed. Student data will be collected to improve multiple measures in terms of guiding the students for future terms.
4. P. Hopkins stated there will be 10 sections of ENGL 101x while there will be 7 sections of MATH 096x, 116x, and 119x for Spring 2019. The PAS sheets for the SIs for the aforementioned courses have been signed while the IA program's oversight is the faculty coordination.
5. B. Stephens stated she found carts through a different, approved vendor and therefore, the budget will be about $8,000 under.
6. P. Hopkins explained the remaining, extra funds throughout the different projects will be given to the tutors. B. Stephens asked D. Tran for an estimate of expenses since the funds will be available for the tutors.
7. P. Hopkins stated, for the Student Equity Achievement Program (SEAP), a spreadsheet had been created and data of each project/activity's expense must be entered, and a BSSOT column will be added. The ASC (Academic Success Center) coordinator and the Associate Dean for Academic Success and Integrated Support Services will work on the minor details in terms of funding allocation.
8. The total amount for the 2018-2019 year is $230,013.00.
9. In terms of funding for the 2019-2020 year, it will be provided as a single package. T. Teresh stated separate budget numbers will not be created and therefore, members will need to communicate with the District to determine if one fund number will be formed for SEAP.

B. Review New and Revised Proposals for Spring 2018-2019
1. B. Stephens shared that D. Tran had SSBS taking over the tutoring portion of what BSSOT covered, inclusive of the Math Lab and English tutors at the ASC.

C. Professional Development Opportunities and Reports
1. P. Hopkins stated funding is available for professional development for attending conferences or hosting one's own professional development workshop on campus. B. Stephens noted it costs less to do the latter and based on the survey responses given to the faculty who attended the on campus workshop, they noted they liked that the event had been located at Miramar College.

D. SEAP: Next Steps
1. P. Hopkins showed the New BSI Obligations document, but it is currently in draft form. New ideas (e.g., Implementation and Professional Development Coordinator) were added to the document. T. Teresh commented that SEAP encompasses multiple areas (includes matriculation services, Student Equity Plan, etc.) and therefore, a SEAP coordinator would not exist. She also noted the new committee will be focusing on scaling up practices to move the needle for all students who are struggling, cultural competency, etc.
2. B. Stephens stated the Basic Skills Subcommittee may no longer meet in its current structure and/or purpose. Therefore, during the Spring 2019 term, the committee will need to focus on what to do moving forward such as what leadership will be needed and how often the new committee will meet. A formal recommendation and plan in regards to dissolving the Basic Skills Subcommittee and forming the new committee will need to be sent to and approved by Academic Affairs and Academic Senate, respectively.

E. Next Meeting: February 4, 2019
1. S. Johnson Shipman stated the next meeting will be held on February 4, 2019.

V. New Business
A. Project Updates

1. Basic Skills Research – Xi Zhang
    a) X. Zhang described that the research division at Miramar College would like to request more staff to aid in the research process. However, since such a request cannot be met, as an alternative, new tools have been solicited. Three tools were chosen: survey, measurement, and analytical. All three requisitions had been submitted. However, the District responded that the analytical tool is not allowed to be utilized. X. Zhang followed up with the Acting Director IT at the District by explaining the need for the analytical tool: how it will not be used for altering the research database and it is independent of any system currently in place. However, the District carried the concerns that any results from the analytical tool cannot be validated if employing the aforementioned tool, it is not being utilized at the other campuses and the incompatibility of the PeopleSoft data with the analytical tool. The request will be brought up again at a later date.

VI. **Other –** S. Johnson Shipman stated the report for BSSOT is due but the deadline to turn it in has kept being pushed back.

VII. **Adjournment –** Motion to adjourn the meeting by X. Zhang; seconded by D. Clark; motion to approve carried. The meeting adjourned at 2:17 P.M.