SAN DIEGO MIRAMAR COLLEGE | OFFICE OF INSTRUCTIONAL SERVICES

BASIC SKILLS SUBCOMMITTEE

Co-Chairs: Paulette Hopkins and Mark Manasse

APPROVED 12/07/15

Minutes of November 2, 2015

Present: Paulette Hopkins, Mark Manasse, Xi Zhang, Reylyn Cabrera, Meredith McGill, Daphne Figueroa, Donnie Tran, Becky Stephens, Ken Reinstein, Sheryl Gobble, Joan Thompson

Guests: Gerald Ramsey, Adrian Arancibia, Carmen Jay, Stefanie Johnson, Kristin Krogh, Nicole Michals, Lisa Munoz

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The regular bi-monthly meeting of the Basic Skills Subcommittee was held on Monday, November 2, 2015, in Miramar College Room N-206. The meeting was called to order at 1:20 p.m. by co-chair Mark Manasse, a quorum being present.

Agenda/Minutes. Manasse suggested revising the agenda by adding The PLACe Coordination under New Business, and it was moved by Joan Thompson, seconded by Becky Stephens, and unanimously carried to approve the agenda as revised. Upon motion by Daphne Figueroa, seconded by Sheryl Gobble, the minutes of the meeting on October 19, 2015, were unanimously approved as presented.

Basic Skills Budget Update/Assessment/Placement. There were no updates on these topics.

Project Leads Reports. Project Leads updates and budget reports were given:

- English 42/48, by Stefanie Johnson
- English 43/49, by Stefanie Johnson and Ken Reinstein
- English Center, by Sheryl Gobble and Kristin Krogh
- The PLACe, by Daphne Figueroa and Reylyn Cabrera
- Math 38/46, by Becky Stephens
- Math Lab, by Donnie Tran.

Hopkins advised that our base discretionary budget has been increased for the year, and the deans are working with department chairs on allocating the money. She suggested that the Project Leads confer with their deans and chairs.

Chair's Report. Manasse reported on the Regional Tutoring Meeting, held at Mesa College on October 23rd, and reminded the committee of the Habits of Mind event coming up on November 13th at Southwestern College.

The PLACe Coordination. Figueroa advised that this will be her last academic year as Coordinator of The PLACe (at 0.40 FTEF) and Online Tutoring Coordinator (at 0.20 FTEF). She requested that this Committee agree to continue to support these positions, and that the Committee accelerate its proposal process in order to facilitate having the next Coordinator(s) in place and trained by the start of the 2016-17 academic year. It was agreed by consensus that the Committee will advance the proposal process as follows:

January 15: Proposals due

January 20: Special Meeting to discuss proposals, review budgets, preliminary scoring

February 1: Regular meeting, final discussion of proposals, final scoring

Manasse will provide the Committee with a rubric, application, and directions by December 7th.

Other. The November 16th Committee meeting is cancelled. The next regularly-scheduled meeting will be December 7, 2015.

The meeting adjourned at 2:34 p.m.

Katinea A. Todd