

**APPROVED 03/07/16**

**BASIC SKILLS SUBCOMMITTEE**

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

Minutes of February 1, 2016

**Present:** Paulette Hopkins, Becky Stephens, Stefanie Johnson, Xi Zhang, Reylyn Cabrera, Daphne Figueroa, Donnie Tran, Ken Reinstein, Sheryl Gobble, Joan Thompson, Katinea Todd;

**Guests:** Carmen Jay, Lisa E. Munoz, Cheryl Vallejo

**Absent:** Gerald Ramsey, Meredith McGill

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The regular bi-monthly meeting of the Basic Skills Subcommittee was held on Monday, February 1, 2016, in Miramar College Room N-206. The meeting was called to order at 1:08 p.m. by co-chair Paulette Hopkins, a quorum being present.

Agenda/Minutes. It was moved by Daphne Figueroa, seconded by Joan Thompson, and unanimously carried to approve the meeting agenda. Upon motion by Sheryl Gobble, seconded by Ken Reinstein, the minutes of the meeting on December 7, 2015, were unanimously approved as corrected.

Basic Skills Subcommittee Co-Chairs. Hopkins announced that a vacancy recently occurred in the position of Basic Skills Coordinator and faculty co-chair for this Committee. A selection committee to fill the vacancy for Spring 2016 was formed from members of this Committee, an announcement was made to the college faculty, interviews took place, and the committee made a recommendation to the college President, which was accepted. Accordingly, the position of Acting Basic Skills Coordinator and Basic Skills Subcommittee faculty co-chair will be jointly shared by Becky Stephens and Stefanie Johnson for the Spring 2016 semester.

Basic Skills Budget. Hopkins reviewed the 2015-16 BSI Budget (9/21/15) Projections showing a current overage of \$17,501 which will come from next year's budget (2015-16); and the Basic Skills 2015-2016 Adopted Budget.

Project Leads Reports. Project leads gave project updates and budget reports:

- English 42/48, by Johnson
- English 43/49, by Johnson and Reinstein
- English Center, by Gobble
- The PLACe, by Figueroa
- Math 38/46, by Stephens
- Math Lab, by Donnie Tran.

2015-2016 Basic Skills Action Plan. The Committee reviewed and discussed the most recent draft action plan and additional revisions were made. Stephens and Johnson will make additional notes and forward an updated draft to the Committee.

BSI Project Proposals, Fall 2016 to Spring 2017. The Committee reviewed and made oral revisions to the Project Proposals, which Stephens and Johnson will incorporate into the document and send to the Committee. It was moved by Thompson, seconded by Gobble, and unanimously carried to accept the document with the corrections and to review it so we can move forward.

RFA for Additional BSI Funds. Hopkins presented and discussed the Community Colleges Basic Skills and Student Outcomes Transformation Program RFA for \$60,000,000 in Proposition 98 funds to improve the progression rate of basic skills students from remedial education to college-level instruction. She asked whether any Committee members would be interested in applying for the grant, and provided the registration link to the February 16<sup>th</sup> Regional Workshop for proposal questions in Costa Mesa. The application deadline is March 25, 2016, and the last day to submit clarifying questions is February 19, 2016. The California Community Colleges Chancellor's Office will announce the selected grant projects on March 29, 2016. Stephens and Johnson will coordinate a meeting within the next few days to see who might be interested in going to one of the available workshops.

The meeting adjourned at 2:49 p.m.

*Katinea A. Todd*