

**APPROVED 05/02/16**

**BASIC SKILLS SUBCOMMITTEE**

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

**Minutes of April 18, 2016**

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

**Absent:** Meredith McGill

**Guest:** Carmen Jay

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The regular bi-monthly meeting of the Basic Skills Subcommittee was held on Monday, April 18, 2016, in Miramar College Room N-206. The meeting was called to order at 1:19 p.m. by co-chair Becky Stephens, a quorum being present.

**Agenda/Minutes.** It was moved by Joan Thompson, seconded by Ken Reinstein, and unanimously carried to approve the agenda. Upon motion by Thompson, seconded by Daphne Figueroa, the minutes of the meeting on March 7, 2016, were unanimously approved.

**Tracking Work Hours.** There was discussion of the methods being used to track peoples' hours in PeopleSoft. Paulette Hopkins asked everyone to keep a manual track of hours worked and to coordinate with the deans' secretaries to make sure everyone gets paid accurately for what they work. Stephens and Stefanie Johnson requested to be sent all the hours submitted to Payroll to date by noon on April 25<sup>th</sup>.

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

- English 42/48/49, by Stefanie Johnson
- English 43, by Ken Reinstein
- English Center, by Sheryl Gobble and Reinstein

- The PLACe, by Figueroa
- Math 38/46, by Stephens
- Math Lab, by Donnie Tran.

District BSI Taskforce Reports. Reports on the monthly District BSI Taskforce meetings were given:

- Math, by Stephens
- ESOL, by Gobble
- English by Carmen Jay

BSSOT Grant Update. The co-chairs reported that our College didn't get the grant, discussed possible reasons, and suggested future courses of action and areas of focus. They will send the review to the Committee to consider what it can do without these grant funds.

2016-2017 Budget. Hopkins presented and discussed the BSI budget status, including the current \$17,501 overage, and the reasons therefor. The budget will be adjusted in September for unexpected expenses including salary increases which came into effect on January 1, 2016.

BSI Funding Beyond 2016-2017. Hopkins reminded the Committee that the Basic Skills Initiative Grant funding ends on June 30, 2017, and we will need to find alternate funds to fund current programs. She will discuss this with other Chief Instructional Officers at the California Community College Chief Instructional Officers Spring Conference in Sacramento and will report back to the Committee.

Goal-setting for Basic Skills/unprepared students. Xi Zang discussed the Institutional Effectiveness Partnership Initiative (IEPI) launched by the State Chancellor's office in 2014. The Initiative is for internal improvement, including improving the College's fiscal and operational effectiveness and improving student success. She described the framework and metrics for community colleges to report research data, and advised that this year we need to report specific long-term (six-year) goals and short-term (one-year) goals. For the Basic Skills cohorts completion rate, CEC has decided to use 45 percent as the short-term goal and Zhang asked this Committee to recommend a long-term goal. The Committee reviewed and discussed research

data, including data gathered from last year's Strategic Planning and Assessment Scorecard (SPAS), and agreed by consensus upon a long-term goal of 46.3 as well as 45 percent as the short-term goal.

BSI Coordinator Recruitment. Hopkins announced that Stephens and Johnson have been selected to continue on as the BSI Co-Coordinators for 2016-2017. The announcement had just been made to the campus by the College President.

Basic Skills Pilot Program Grant. Jay reported that Vice Chancellor of Instruction Stephanie Bulger is taking the lead on this grant, and work is progressing. A Draft Application Cover letter has been prepared, a phone conference to discuss the work plan is scheduled for April 28, and a final review of the full proposal will occur on May 6. We are trying to connect with the California State Universities in our area and have Basic Skills English offered at the community colleges and high schools for students who are accepted to the CSUs but are not yet ready to take college-level courses. We are still trying to determine what form this will take, and have crafted general descriptions of what we're going to address, but as yet without specifics of what it will look like. Jay advised that Miramar College is being considered to work with CSU San Marcos.

Remaining Meetings. The next meeting will be on May 2<sup>nd</sup>, and at that time the committee will consider whether or not to meet on May 16<sup>th</sup>, which is during finals week.

The meeting was adjourned at 2:39 p.m.

*Katinea A. Todd*