

BASIC SKILLS SUBCOMMITTEE

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

Minutes of May 2, 2016

Present: Becky Stephens, Stefanie Johnson, Fred Garces (proxy for Paulette Hopkins), Gerald Ramsey, Xi Zhang, Reylyn Cabrera, Meredith McGill, Daphne Figueroa, Donnie Tran, Cheryl Vallejo, Ken Reinstein, Sheryl Gobble, Joan Thompson, Lisa Munoz, Katinea Todd

Absent: Paulette Hopkins

Guest: Carmen Jay

The regular bi-monthly meeting of the Basic Skills Subcommittee was held on Monday, May 2, 2016, in Miramar College Room N-206. The meeting was called to order at 1:18 p.m. by co-chair Becky Stephens, a quorum being present.

Agenda/Minutes. Stephens requested to add two items to the agenda under “New Business” concerning the committee’s next and final meeting for the semester, and the first meeting for next semester. It was moved by Sheryl Gobble, seconded by Joan Thompson, and unanimously carried to approve the revised agenda. Carmen Jay requested a modification to the “**Basic Skills Program Grant**” paragraph in the minutes, and upon motion by Ken Reinstein, seconded by Thompson, the amended minutes of the April 18th meeting were unanimously approved.

Basic Skills Budget Update. Stephens said there’s no budget update on February, March, and April because it’s still not available for viewing in PeopleSoft. Payroll budgets were due on April 29th, but haven’t all been received. She requested that the rest of the payroll budgets be sent to the co-chairs so they can confirm that we’re on track. She requested anything that has been spent from February on any kind of payroll including tutors, SIs, ESUs, and the accompanying benefits.

Project Lead Reports. Project leads gave budget updates and end-of-year summaries:

- English 42/48 by Stefanie Johnson: There is the same problem with PeopleSoft as reported above, but it appears that this project is currently under budget by approximately \$900. Development is ongoing of end-of-year goals including bringing on more reading faculty, more professional development, and growing the project.
- English 43/49 by Johnson: Calculating ESUs paid out last semester through WebAdvisor and this semester through PeopleSoft has been a challenge, but the project is approximately \$400 under budget. For English 49, there has been work done on institutionalizing the portfolio, on best practices with grading, and a recent norming session was held. Ken Reinstein added that it was pretty much the same for English 43, also with a recent norming session, SLO data is on track, and everything is fine.
- English Center, by Reinstein: We are doing fine on the budget. There is still approximately half of the budget for this semester remaining, so some of the extra money might be used over the summer for ESUs and for IAs. Gobble added that the Center is closing on May 12th and will reopen on June 15th, and the venue is currently uncertain.
- The PLACe, by Daphne Figueroa and Reylyn Cabrera: Time card processing is still occurring, but The PLACe should be within budget. Figueroa thanked the committee for her time on the committee and being The PLACe Coordinator and Tutoring Coordinator for seven years, and the committee thanked her for her service. To date, there haven't been applicants for either coordinator position. The current SIs being funded by the SEP will be able to work in the summer.
- Math 38/46, by Stephens. The project is going well, new people are on board, and the remaining ESUs will be paid by June 10th, so it should be within budget.
- Math Lab, by Donnie Tran: All expenses are in, and everything is fine including the summer. Stephens added that anything under budget will go towards next year because the budget we put forth didn't include all the recent raises; so we will probably not have any overage, and it will just help with next semester because we are already paying with next semester's money.

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

- Math, by Stephens: All the task force groups met on April 29th. Stephens described ideas the Math task force developed to propose to District, including suggestions for Math 15 and Math 38, resurrecting team teaching for DSPS/Counseling and Math in the basic skills, aligning CE courses with ours, ongoing redesigning at CE because the high school Math has changed, and the applicable period for students to complete transfer-level courses in Math or English.
- ESOL. No report.
- English. No report.

2016-2017 Budget. Stephens reported that there have been no changes.

Future Committee Meetings. It was moved by Thompson, seconded by Figueroa, and unanimously approved to cancel the next scheduled committee meeting on May 16th. It was moved by Thompson, seconded by Cabrera, and unanimously approved to hold the first committee meeting of the Fall 2016 semester on August 15th at 1:15 p.m.

Basic Skills Pilot Program Grant. Jay reported that the work group has developed a draft of the grant application. She reminded the committee that the goal of this grant is to better articulate the English and Math instruction among the local high schools, community colleges, and the CSUs. The work group focus is on the following points: (1) outreach to students; (2) aligning our curriculum with the CSUs; (3) having a faculty information exchange; and (4) the courses would be taught at the universities by community college faculty. This would be an opportunity for Miramar College to begin teaching at the CSUs.

The meeting was adjourned at 1:52 p.m.

Katinea A. Todd