

**BASIC SKILLS SUBCOMMITTEE**

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

**APPROVED 12/05/16**

**Minutes of October 3, 2016**

**Present:** Paulette Hopkins, Stefanie Johnson Shipman, Gerald Ramsey, Xi Zhang, Meredith McGill, Anne Gloag, Ken Reinstein, Denise Maduli-Williams, Dave Clark, Katinea Todd

**Absent:** Becky Stephens, Reylyn Cabrera, Donnie Tran, Joan Thompson,

**Guests:** Claire Edwards, Carmen Jay, Nicole Michals

The regular meeting of the Basic Skills Subcommittee was held on Monday, October 3, 2016, in Miramar College Room N-206. The meeting was called to order at 1:19 p.m. by co-chair Stefanie Johnson Shipman, a quorum being present.

**Agenda/Minutes.** It was moved by Ken Reinstein, seconded by Denise Maduli-Williams, and unanimously carried to approve the agenda. Upon motion by Maduli-Williams, seconded by Reinstein, the minutes of the meeting of September 19, 2016, were unanimously approved.

**Monthly Budget Report.** Johnson Shipman presented and discussed the BSI Budget Report showing the 2016-2017 Budget and the amounts spent on the July-August 2016 Projects:

<b><u>Project</u></b>	<b><u>2016-2017 Budget</u></b>	<b><u>July-August 2016-2017</u></b>
Math Lab	\$ 42,455	\$18,186
Math 38 and 46	\$ 6,093	\$ 0
PLACe	\$ 31,496	\$ 0
English Center	\$ 55,790	\$15,918
English 42/48	<u>\$ 4,434</u>	<u>\$ 2,217</u>
<b>Total</b>	<b>\$140,268</b>	<b>\$36,321</b>

Paulette Hopkins reported that Donnie Tran informed her that the Math Lab strategy is to spend all the BSI money first and then tap into the other funds. Ken Reinstein said that the English Center expense for July/August is high because ESUs are encumbered in September and after that it will go up much more slowly. Johnson Shipman requested the September budget forms by the end of the committee meeting. These forms are being collected each month so we have an accurate picture moving forward.

BSI Report. Xi Zhang presented and discussed the *Basic Skills Report 2011 – 2016* prepared by the SDCCD Office of Institutional Research and Planning in August 2016. The report includes Placement, Enrollments, Persistence, and Outcomes (Retention and Success), disaggregated by ethnicity. She identified and discussed certain trends which could be identified from the report. Carmen Jay asked about the possibility of addressing the equity gap, perhaps by designing a qualitative study with focus groups or student interviews to improve retention and success, and Zhang responded that it would be possible, given more research resources. Zhang also indicated that the quantitative information in the report was not sufficient to inform us in terms of improving basic skills, but the information can be found in our program review standard reports. She suggested that it would be valuable for District Research to conduct more research on time to completion to understand why we lose students, and incorporate this element into research to give us more substantial information regarding how students progress within the course sequence. Hopkins said the Math and English Departments should work with Research to get information that would help us know how we can reach students. Zhang offered to make herself available to attend department meetings.

Changes to BSI. Johnson Shipman reported and discussed changes coming to BSI at the State level:

- The program name will change next year from BSI to Student Success for Basic Skills (SSBS).
- Effort to scale proven/effective strategies and incentivize high impact practices.
- Total program funding will be \$50 million in 2017-2018, up from \$20 million in 2016-2017.

- 50% on the percentage of BOGFW students who enrolled in a below-college-level course, and subsequently completed a college-level course in the same subject within one year as well as within two years.
- 25% on the percentage of BOGFW student.
- 25% on the percentage of basic skills FTES in courses as described in the Transformation Program.
- Colleges will not receive less funding with SSBS than they received in 2015-2016 with BSI.

Johnson Shipman also shared and discussed the seven high-impact practices from the BSSOT Grant that we're endeavoring to implement in the English and Math Departments. These are related to placement and transfer; aligning content with academic or vocational study, contextualizing remedial instruction and providing proactive student support services that are integrated with instruction; developing course sequences, and implementing other effective course strategies and practices. Xi Zhang suggested that as we begin planning for these projects, develop an evaluation plan, and have a sound research design to maximize the best opportunity to collect data and have the best design.

The State is looking at ways to integrate SSSP, SEP and BSI into some sort of shared report, and Gerald Ramsey suggested that we begin looking at that this semester in anticipation of what they plan to do and what we may or may not be able to do. Johnson Shipman reported that this year's BSI report is on hold and that only a financial report is due this year.

Basic Skills District Task Force. This task force started last year and the Vice Chancellor of Instruction organized a monthly meeting at District to look at what we're all doing and to discuss issues. Several representatives from this campus are on the task force, and this committee will be asking for reports each month.

Adjournment. Paulette Hopkins reminded the committee that it redesigned its meeting structure so that it does business on the first Monday of the month, and on the third Monday the members do presentations, sharing, and best practices, and she asked the members to please invite their faculty. The Math Lab and English Center will present at the next meeting. It

was moved by Ken Reinstein, seconded by Anne Gloag, and unanimously carried to adjourn the meeting at 2:05 p.m.

*Katinea A. Todd*