

BASIC SKILLS SUBCOMMITTEE

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

APPROVED 12/05/16

Minutes of October 17, 2016

Present: Paulette Hopkins, Becky Stephens,, Stefanie Johnson Shipman, Xi Zhang, Reylyn Cabrera, Meredith McGill, Donnie Tran, Anne Gloag, Ken Reinstein, Denise Maduli-Williams, Joan Thompson, Katinea Todd

Absent: Gerald Ramsey, Dave Clark

Guests: Carmen Carrasquillo Jay, Nicole Michals

The regular meeting of the Basic Skills Subcommittee was held on Monday, October 17, 2016, in Miramar College Room N-206. The meeting was called to order at 1:22 p.m. by co-chair Stefanie Johnson Shipman, a quorum being present.

Agenda/Minutes. It was moved by Joan Thompson, seconded by Anne Gloag, and unanimously carried to approve the agenda with the omission of the minutes of the October 3, 2016, meeting.

Monthly Budget Report. Becky Stephens reminded the committee to send her their budgets in Excel format before the next meeting. She presented and discussed the BSI Budget Report showing the 2016-2017 Budget and the amounts spent on the September 2016 Projects:

<u>Project</u>	<u>2016-2017 Budget</u>	<u>September 2016 (Cumulative Totals)</u>	<u>Remaining</u>
Math Lab	\$ 42,455	\$12,874	\$11,395
Math 38/46	\$ 6,093	\$ 0	\$ 6,093
PLACe	\$ 31,496	\$ 0	\$31,496
English Center	\$ 55,790	\$27,338	\$28,452
English 42/48	\$ 4,434	\$ 2,217	\$ 2,217
Total	\$140,268	\$60,615	\$79,653

She explained that Math 38/46 and The PLACe have zeros because they haven't spent anything chargeable to this budget. Everyone hired for The PLACe has been charged to other budgets, i.e., the tutors were paid for by either the school or the BSSOT Grant. The Math 38 and 46 activities are using BSSOT money before using the BSI Grant money. She presented the cumulative totals for September, which include the fulltime backfill and ESUs, so they seem large, but they're for the entire semester. The Math Lab total is quickly approaching its total, but they have another fund available when their BSI funds are used up. The English Center is nearly half, but their funds are encumbered for the entire semester. Any budget questions should be addressed to her and the other co-chairs.

Johnson Shipman reported on upcoming professional development opportunities:

- Habits of Mind. 10/21/16 at City College. She emailed the campus about this one.
- The Learning Assistance Project. The weekend of 10/22/16 at Riverside City College.
- Multiple Measures and SD Promise. 10/28/16, 9:30-2:00 at Mesa College.

Stephens reported on a workshop she attended recently which included discussions on multiple measures and common assessment. She said that in the San Diego area there will be a common assessment professional development opportunity for all faculty on 1/27/17 (venue TBA). She discussed the idea that we need to look at various indicators which show that students will be successful. For example, the senior year GPA being one of the highest indicators and its study out at least 8 years as being a better indicator than the current Accuplacer. The committee co-chairs will send emails of future professional development opportunities as they come up.

Math Lab Presentation. Donnie Tran gave a virtual tour of the Math Lab through slides, and discussed the services provided, the staff, and the average number of students served weekly. . Although the Lab strives to be the hub of all math activities, it is understaffed and relies heavily on volunteers. It would like to expand its hours, which would require more budget. The presentation was followed by a question-and-answer session.

English Center Presentation. Nicole Michals and Ken Reinstein presented and discussed what they do in the English Center, currently located in Room L-104, and what their goals are. The Center provides walk-in tutoring, assistance in reading and writing in ESOL and English, as

well as other services including workshops, reading club, and conversation circles. They also discussed data which shows that GPA goes up with three or more tutoring sessions.

Adjournment. It was moved by Joan Thompson, seconded by Anne Gloag, and unanimously carried to adjourn the meeting at 2:50 p.m.

Katinea A. Todd