SAN DIEGO MIRAMAR COLLEGE | OFFICE OF INSTRUCTIONAL SERVICES

BASIC SKILLS SUBCOMMITTEE

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

APPROVED 12/05/16

Minutes of November 7, 2016

Present: Paulette Hopkins Becky Stephens,, Stefanie Johnson Shipman, Reylyn Cabrera, Anne Gloag, Ken Reinstein, Denise Maduli-Williams, Dave Clark, Katinea Todd

Absent: Gerald Ramsey, Xi Zhang, Meredith McGill, Donnie Tran, Joan Thompson

Guests: Carmen Jay

The regular meeting of the Basic Skills Subcommittee was held on Monday, November 7, 2016, in Miramar College Room M-206. The meeting was called to order at 1:21 p.m. by co-chair Stefanie Johnson Shipman, a quorum being present.

Agenda/Minutes. It was moved by Dave Clark, seconded by Anne Gloag, and unanimously carried to approve the agenda. It was moved by Reylyn Cabrera, seconded by Dave Clark, and carried to approve the minutes of October 3, 2016, with Becky Stephens abstaining.

Monthly Budget Report. Becky Stephens reported that she received no monthly budget reports and requested that they be sent to her. She will send an email reminder to the committee

Professional Development Opportunities. Johnson Shipman reported on upcoming professional development opportunities:

- CATESOL Annual Conference, Nov. 17-19, in San Diego
- Common Assessment, Jan. 27, 2017, details TBA
- Contextualized Instruction, Spring 2017, details TBA.

She requested that information regarding additional Professional Development opportunities be sent to the committee co-chairs. The committee discussed the need for a centralized webpage for Professional Development opportunities. Paulette Hopkins will look into this, and suggested that perhaps the Flex website could be used for that purpose for now.

Annual BSI Expenditure Report to Sacramento. Stephens reported that on October 13th, the Annual BSI Expenditure Report for Miramar College was submitted to Sacramento. The expenditures for FY 2014-15 and FY 1516 are listed on the attachment.

Professional Development. Reports on recent professional development events were given by Denise Maduli-Williams, Claire Edwards, Stefanie Johnson, and Becky Stephens. Anne Gloag announced that there will be an event on November 8th for recreational math regarding the election, November 8, 2016, 3:30-5:00 p.m., in Room M-204. The subcommittee was advised of additional upcoming events including one on January 27, 2017, at the Hilton Hotel in Mission Valley, and another on February 24, 2017, at Cabrillo College. Beginning in Spring 2017, the second meeting each month of this committee will focus on professional development.

The PLACe Presentation. It was moved by Anne Gloag, seconded by Paulette Hopkins, and unanimously carried to postpone The PLACe presentation until the next meeting.

Adjournment. It was moved by Anne Gloag, seconded by Denise Maduli-Williams, and unanimously carried to adjourn the meeting at 2:48 p.m.

Katinea A. Todd

Name of College	San Diego Miramar	
FY 14/15 Allocation	$185,669	-
FY 15/16 Allocation	$177,477	-
For FY 14/15 Allocation Expenditures July 01, 2014 to June 30, 2016		
Category A	$18,777	
Category B	$0	
Category C	$0	
Category D	$120,586	
Category E	$0	
Category F	$2,223	
Category G1	$37,512	
Category G2	$4,958	
Category G3	$1,613	
	$185,669	Total Expenditures
	0.0%	Remaining
For FY 15/16 Allocation Expenditures July 01, 2015 to June 30, 2017		
Category A	$0	
Category B	$0	
Category C	$0	
Category D	$503	
Category E	$0	
Category F	$0	
Category G1	$24,624	
Category G2	$0	
Category G3	$0	
	$25,127	Total Expenditures
	85.8%	Remaining