

## Basic Skills Subcommittee

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

November 5, 2018

1:15 – 2:45 p.m., Rm. N-206

### MINUTES

**Voting Members:** Paulette Hopkins (Co-Chair/Administrator), Adrian Gonzales (Administrator), Becky Stephens (Faculty Co-Chair/BSI Co-Coordinator), Stefanie Johnson Shipman (Faculty Co-Chair/BSI Co-Coordinator), Christopher Silva (Faculty, Developmental Math), Anne Gloag (Faculty, Developmental Math), Ken Reinstein (Faculty, Developmental English/ELAC), Denise Maduli-Williams (Faculty, Developmental English/ELAC), Randy Claros (Faculty, Counseling), Dave Clark (Faculty, Counseling), VACANT (Faculty, CE), Donnie Tran (Academic Success Coordinator), Xi Zhang (Classified Staff), Reilyn Cabrera (Classified Staff), Meredith McGill (Classified Staff), Rosa Finocchiaro (Student)

**Staff/Resource:** Jennifer Ock (Administrative Technician, Instructional Services)

Approved: December 17, 2018

**Present:** Paulette Hopkins, Adrian Gonzales, Becky Stephens, Stefanie Johnson Shipman, Christopher Silva, Anne Gloag, Ken Reinstein, Denise Maduli-Williams, Randy Claros, Dave Clark, Donnie Tran, Xi Zhang, Reilyn Cabrera, Meredith McGill, Rosa Finocchiaro

**Guests:** Jesse Lopez, Lou Ascione, Nina Jacobs, Tonia Teresh

**Absent:**

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- I. **Call to Order** – The regular meeting of the Basic Skills Subcommittee was held on Monday, November 5, 2018 at Miramar College, room N-206. The meeting was called to order at 1:18 PM by co-chair, B. Stephens, with a quorum being present.
  - II. **Approval of Agenda** – A motion to approve was raised by C. Silva and seconded by D. Clark, unanimously carried to approve the agenda.
  - III. **Approval of Minutes from October 15, 2018** – A motion to approve was raised by M. McGill and seconded by R. Cabrera, unanimously carried to approve the minutes.
  - IV. **Old Business**
    - A. SEAP (Student Equity and Achievement Program) Update – Gonzales, A.
      1. A. Gonzales provided an update in regards to SEAP. He defined SEAP as a combination of Basic Skills Initiative (BSI), Student Success and Support Program Funding (SSSP), and Student Equity blended into one program. With the Trailer Bill, the Educational Code had been changed to establish SEAP. Therefore, the frameworks of guided pathways are being written into the legislation.

He stated the legislation requires Miramar College to do the following:

- maintain an equity plan, which is due June 30, 2019
- continue providing matriculation services
- implement policies and procedures consistent with 78213 (AB 705)
- provide all students with an educational plan
- report data to the Chancellor's Office every January 1

He described the transitional period from the former legislation to the new legislation. He also listed the impacts for the committee such as the fact that SEAP combines the allocated funds from the three components (BSI, SSSP, and Student Equity) into one, and the fact that despite the state's identification of Miramar College as a separate college entity, funding first comes through the District-level and the District determines the amount that will be granted to Miramar College. Currently, Miramar College is being funded 3.5 million for all three components.

In terms of the bigger picture, he referenced the Student Success Taskforce Report (December 2011), which listed recommendations that are directly linked to recent legislation. In addition, Chancellor Oakley's Vision of Success' goals such as increasing completion by 25%, increasing percentage of CTE students who are employed in the field by 60% to 69%, and reducing equity gaps by 40% in the next 5 years are also directly linked to recent legislation [e.g. SB1456 (creation of SSSP), Guided Pathways Framework, AB 19 (California College Promise), Strong Workforce Program].

He defined Guided Pathways as a framework for how students enter the college, receive support while attending, and complete their college education and it is based on four pillars: clarifying the path, entering the path, staying on the path, and ensuring learning. Miramar College is currently implementing the pillars but refinement of such methods will need to be incorporated and executed.

He stated that the success outcomes will impact the college in terms of funding (e.g. AA degrees, ADTs, credit certificates). The 2018-2019 model is 70% (enrollment) + 20% (enrollment of low-income students) + 10% (student outcomes) and it will switch to 60 + 20 + 20 for the 2020-2021 year. For the first two year ranges, colleges are held harmless towards funding if less funding is received based on the new formula; therefore, they will acquire funding based on the old formula's standards. Overall, despite the new funding formula, students should be the ultimate focus.

The committee discussed that with BSI changing, key players and funding is still there, but there will be a disbandment and redesign of the committee and recruitment of new members. They also clarified where the current funding is going towards: personnel, professional development, tutoring and flexibility. Moreover, they mentioned bringing together the Student Success and Equity Advisory group members with the Basic Skills Subcommittee members for the next meeting (December 3, 2018).

**B. Marketplace of Interactive Strategies Feedback**

1. B. Stephens and S. Johnson Shipman described the event's overall positive feedback. Collecting data through surveys should be done for future sessions. P. Hopkins suggested holding another session during FLEX week on a different day towards the late afternoon

**C. Budget Report**

1. A motion to table Basic Skills Research – Xi Zhang for the next committee meeting (December 3) was raised by X. Zhang and seconded by A. Gloag; unanimously carried to approve the item's tabling.
2. B. Stephens presented the budget report for the BSSOT and SSBS funding and reviewed the totals, expenditures, and remaining amounts. BSSOT funding must be spent by December 30 and salaries through this funding will be paid on January 10, 2019. Due to the early end date of the BSSOT funding, travel and supplies in the areas of BSSOT and/or AB 705 can be paid through such. She also requested committee members to correctly enter the time for December in order to be paid and to make sure

TAOs are entered before December begins to be paid on January 10, 2019. With the changes in AB 705, a Change of Project and New Project forms will be provided for Spring 2019 with signatures required of the requestor (lead), dean, and chair.

D. Professional Development Opportunities and Reports

1. The committee members shared the following professional development opportunities and reports:

- S. Johnson Shipman mentioned the California Teachers of English to Speakers of Other Languages (CATESOL) conference is occurring in December 6 to 9.
- B. Stephens noted the American Mathematical Association of Two Year Colleges (AMATYC) conference is taking place from November 15 to 18 and three people will be attending. A professional development event for December 1 will be hosted by Miramar College and is open to any math instructors or high school math teachers in the state. C. Vallejo and B. Stephens attended the California Acceleration Project (CAP) workshop on November 2, which focused on pedagogical changes associated with AB 705.
- S. Johnson Shipman mentioned a two day workshop being held from December 18 and 19 about interactive strategies for English, syllabus redesign presentation, and drafting a handbook for training purposes in addition to the notice that follow-up FLEX activities will be held in Spring 2019.
- D. Maduli-Williams mentioned the colleges have been hosting an ongoing series (September – San Diego Area Writing Project and October – Vocabulary Acquisition) and the last one is on November 30 for Metacognition and Reflection at Mesa College.
- B. Stephens stated the Math department will be holding math workshops as San Diego State University extension courses, and they will be held in Spring 2019 and can be taken for credit or FLEX.
- J. Lopez stated BTCWI will offer Labor Market Information (LMI) coaching sessions in Spring 2019. One is being held this term with CTE faculty and the school will gather feedback. He asked for non-CTE faculty to attend the former event and stated BTCWI's goal is to offer it on an ongoing basis.
- D. Clark suggested a professional development in support of students with disabilities and geared towards group learning.
- A. Gloag mentioned the Grossmont College Region X OER and Zero Textbook Cost Summit occurring November 9.

V. New Business

A. Project Updates

1. Basic Skills Research – Xi Zhang
  - a) Tabled
2. English Center/IA Program – Ken Reinstein
  - a) K. Reinstein presented the English Center/IA Program's mission statement, the program's figures (e.g. total tutors: 15; embedded IAs: 10; senior tutors: 2) and the IAs' educational background. He also described the incorporation of tutor training in terms of how long they were held and teaching them the tutoring cycle. He listed the various English Center workshops (e.g. Reading Studio, Computer Skills Workshop, Conversation Circle), their outreach methods (e.g. Miramar webpage, Twitter, Facebook, Instagram) and the current efforts and goals.
  - b) The committee discussed the workshops' attendance.
3. Math Lab – Donnie Tran and Anne Gloag
  - a) D. Tran and A. Gloag presented on the MATH 096x project and through data charts, showed the attendance per SI (Supplemental Instructor). They described the SI training, listed LCOM SI leaders and showed their attendance per week. They also mentioned the goals of the SI

proposal and expounded on the mid-semester SI Satisfaction Survey. They explained that how the SI program functions is dependent on the hours, units, and structure of the class.

b) The committee discussed the best practices in regards to the high attendance and the comparative data in terms of success rate for classes with/without SIs.

4. ASC/SI Training – Donnie Tran – See above

B. Process for Proposal of Spring Projects and Project Revisions

**VI. Other** – P. Hopkins stated an Associate Dean position will open soon, and it would fall under the School of PRIE (Planning, Research and Institutional Effectiveness).

**VII. Adjournment** - A motion was raised by A. Gloag and seconded by D. Tran, unanimously carried to adjourn the meeting. The meeting ended at 2:46 PM.

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