

Basic Skills Subcommittee

Co-Chairs: Paulette Hopkins and Becky Stephens

September 16, 2019

1:30 – 2:45 p.m., Rm. N-206

MINUTES

Approved: 10/7/19

Present: Francois Bereaud, Reylyn Cabrera (by proxy Xi Zhang), Dave Clark, Paulette Hopkins, Stefanie Johnson Shipman, Meredith McGill, Ken Reinstein, Becky Stephens, Donnie Tran, Xi Zhang

Absent: Rosa Finocchiaro (student)

Guests: Nessa Julian, Tonia Teresh, Linda Woods

I. Call to Order

The meeting was called to order by Co-Chair Becky Stephens at 1:30 p.m. and a review of membership followed.

II. Approval of Agenda

MSC (Johnson Shipman/Zhang) to approve the agenda as presented.

III. Approval of Minutes from May 20, 2019

Reinstein indicated corrections regarding his attendance and the acronym for the Writing and English Language Lab should be "WELL". (Item V, A5)

MSC (Reinstein/Clark) to approve the minutes of May 20, 2019 as amended. (Abstentions–1)

IV. Old Business

A. 2019-2020 Committee Structure Discussion and Process for Change

The committee structure was reviewed and discussed. Stephens reported that the change to "TEAM" was approved by Academic Affairs last term and will continue to be vetted through the shared governance process with College Governance Council (CGC) and Academic Senate.

She also stated that although Collegiality in Action (CIA) is currently reviewing shared governance for the campus, their review process may take some time. In the meantime, this subcommittee will operate status quo. Stephens clarified that adjunct faculty may hold membership.

V. New Business

A. 2019-2020 Basic Skills Coordinator Transition

Stephens announced that vacancies are pending for the coordinator positions. The reassigned time position will be advertised this fall semester to fill. STEPHENS to distribute the position announcement to the membership for feedback for further discussion/approval at the next meeting.

B. 2019-2020 Calendar of Meetings

The Calendar of Meetings was reviewed. Stephens indicated the "Agenda Due Date" column is provided in case membership would like to be placed on the agenda. December 16 will be retained on the calendar. MSC (Clark/Bereaud) to approve the calendar as presented.

C. 2019-2020 Budget Update for BSI and SEA

The budget for 2019-2020 was displayed and reviewed. Most of the budget has been allocated to support tutoring services. Discussion focused on the limited funding for Professional Development (\$10,000). By comparison, approximately \$50,000 was spent in BSSOT for professional development last year. It was noted that faculty training is needed to teach the "X" classes.

Consensus was that a rubric/procedure should be created to ensure requests for funding are aligned to the BSI goals and that AB705-related conferences will be automatically approved.

STEPHENS and BERAUD to draft a proposal form for further discussion at a future meeting.

Teresh gave information about the SEA (Student Equity and Achievement) budget as follows:

- Reminder that BSI, SSSP and SEP are no longer separate budgets
- Priority for developing the budget are costs for contract employee salaries, mandated benefits, and set-asides for annual and additional Step increases.
- Budgets are adjusted throughout the year by the state at P1 and P2, so as late as February, we could be notified of increases or decreases to the SEA budget.
- SEA requires colleges to focus on implementation of AB705, Equity Plan, Student Educational Plans for all students, Matriculation services, and support of Guided Pathways.
- In order to maintain contract personnel costs, part-time employee costs, supplies and other discretionary costs must be reduced. In addition to tutoring funding reductions, other programs that are supported by the SEA budget have also been significantly reduced, such as outreach mentors, DSPS adjuncts and general Counseling adjuncts.
- Next year's SEA will have a new funding formula; future impact (positive or negative) is unknown at this time.
- The State is instituting benchmarks/targets of which we need to be mindful.

D. Professional Development Opportunities and Reports

Because of a shortage in time, Stephens gave a brief overview of upcoming professional development opportunities. STEPHENS to send the slide of information to anyone who requests.

E. SDICCCA Partnership Grant Final Report

Bereaud reported that the SDICCCA partnership was a two-year grant with CSU institutions to help prepare our students in English and Math to transfer with a good foundation. Funds were used for professional development, and success and retention outcomes were either similar or higher when looking at averages over a five-year period.

VI. Other – No other items.

VII. Adjournment

MSC (McGill/Zhang) to adjourn the meeting at 2:42 pm.

Carol Sampaga
VP Office of Instruction