

BSI Committee Meeting

February 10, 2016

GE-118, 1:30-3:00

Agenda

Approval of Dec 9, 2015 Meeting Notes

Approval of Agenda

Volunteer Notetaker

Welcome Returning Members Ann Soman

Change Meeting Time: Leslie Takei has a problem attending meeting at 1:30 pm

Spring 2016 Conference Requests: Carlos Chavez and William Reyes, Online Teaching Conference

Special Group Invitation to: Request for Application (RFA) for New Grant Awards in the California Community Colleges Basic Skill and Student Outcomes Transformation Program, **Monday, February 22, 2016; Hilton Oakland Airport**; Registration

link: <https://iepiworkshopoakland.eventbrite.com>

Email and RSVPs: Celia, Rachel, Veronica

See eligibility listed on the handout.

Spring 2016 Projects

Intrusive Counseling

Math Redesign

ESL & Technology

Other

Semester Meeting Dates:

B. Eligibility

Colleges must agree to the following standards and conditions to be eligible to apply:

- Only California Community Colleges and/or any college center receiving a separate Basic Skills Initiative allocation within a California Community College District may apply.
- Community colleges and/or any college center receiving a separate Basic Skills Initiative allocation within a district will be allowed to submit only one application per college/center.
- Applications must select at least two (2) evidence-based practices and principles as identified in this RFA.
- Applications may identify evidence based practices and principles not identified in this RFA if they provide documentation of their effectiveness.
- Plans must be developed in consultation with campus faculty.
- Plans must ensure that faculty and staff participate in professional development regarding academic programs or curriculum developed or expanded as a result of the program.

The Chancellor's Office reserves the right to make the final selection of the projects. This RFA may be reissued until all funds are allocated.

C. Category for Which Funding Is Available

The following category is available for funding in this RFA:

Specification Number	Specification Title	Number of Grants Available	Funds Available per Grant	Term of Grant
15-068	Community Colleges Basic Skills and Student Outcomes Transformation Program	The maximum number of awards will be determined by the award amount of the grants until all funds are allocated to eligible proposals.	Up to \$1,500,000.	Three years (36 months)

BSI Committee Meeting

February 10, 2016

GE-118, 1:30-3:00

Present: Rachel Hagan, Linda Meyer, Jamie Alonzo, Celia Cruz-Johnson, Christine Trombly, Angela Gullerud, Claudia Amador, Duncan Graham, Jonathan Cronan, Leslie Takei

Notes:

Meeting began at 1:35 pm.

Approval of Dec 9, 2015 Meeting Notes- The committee approved the meeting notes without changes.

Approval of Agenda-Agenda was approved; no changes/additions suggested.

Volunteer Notetaker-None

Welcome Returning Members: Ann Soman rejoined the committee. Welcome back Ann.

Change Meeting Time: Leslie Takei can't attend the meeting at 1:30 pm. She requested a time change. Celia will send out a Doodle request with possible meeting options.

Spring 2016 Conference Requests: Carlos Chavez and William Reyes submitted conference requests for the Online Teaching Conference in June in San Diego, June 2016. Committee reviewed and voted on requests.

Spring 2016 Projects: Three projects were approved for Spring 2016. They are as follow: (1) Intrusive Counseling, (2) Math Redesign-continued from Fall 2015, and (3) ESL & Technology

Other:

Semester Meeting Dates: Celia is sending out a Doodle Request to determine meeting days and times. Immediate response was requested.

Special Invitation: Group Invitation and Attendance to: Request for Application (RFA) for New Grant Awards in the California Community Colleges Basic Skill and Student Outcomes Transformation Program, **Monday, February 22, 2016; Hilton Oakland Airport;** Registration link: <https://iepiworkshopoakland.eventbrite.com> RSVPs as to date: Celia, Rachel, and Veronica

See eligibility listed below:

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Meeting adjourned at 2:50 pm.

BSI Committee Meeting

February 24, 2016, GE118, 2:30-3:45

Agenda

Approval of Feb 10th Meeting Notes

Approval of Agenda

Volunteer Notetaker

Welcome New Members: Ann Soman and Christine Trombly (+Additional Name to Senate for Approval)

New Meeting Time: 2:30-3:45

Spring 2016 Conference Requests: None received

Reporting Out by Attendees: California Community Colleges Basic Skill and Student Outcomes Transformation Program, **February 22, 2016**; *Hilton Oakland Airport*; Rachel, Veronica, Jamie

Update Spring 2016 Projects: Intrusive Counseling; Math Redesign; ESL & Technology

2015-16 Action Plan Discussions

Other:

Plan Workshop Offering

Conversation with Dean and Associate Dean of Business & Workforce, RE: workshops

Website Update

Semester Meeting Dates: 3/9; 3/30; 4/13; 4/27; 5/11; 5/18 @ 2:30-3:45 in GE118

BSI Meeting Notes , February 24, 2016

GE 118

2:30 – 3:45 pm

In attendance: Leslie Takei, Celia Cruz-Johnson, Rachel Hagan, Veronica Harris, Linda Meyer, Christine Trombly-Christen, Jamie Alonzo.

Agenda:

- 1. Workshop update: Institution of Effectiveness – California Community Colleges Basic Skill and student Outcomes Transformation Program**
Members of the committee- Jamie, Rachel, and Veronica, went to Oakland to attend this workshop. Discussion centered around targeting students at risk focusing on extra support for them. More discussion on how students can take less classes and get more units with an in-class tutor for 4 day. Adding a counselor or tutor can answer questions and create discussion.
- 2. Placement Testing**
Celia explained that the state is moving toward Common Assessment. SJCC is required to adopt it, so we need a task force for the Common Assessment. This is imperative because our present testing tool, Compass, is expiring. We need something until we have a new version. There are concerns about how to adopt a new assessment and who would approve it. This would affect EVC too. Leslie mentioned the Chancellor has a backup, but we have to validate it. We will need something for 2 years- likely. Rachel agrees this project needs faculty involvement.
- 3. Math Redesign Project**
Jamie updated us on his project and submitting a grant. He is working on hiring.
- 4. Basic Skills workshops**
Rachel mentioned students' complaints about services such as the councilors' hours and study skills workshops.
- 5. ESL Workshop during Intersession**
Leslie reported that the workshop helped ESL instructors to understand the on-line grammar program. It went well as expected.
- 6. Help on add coded and computer systems**
Help was offered to student for My Web, how to add/drop classes, and get into Moodle. In the first week, 44 students used the service. The 2nd week, 13 students used the service. Celia mentioned the location is important. LRC is better than Metas. We need more marketing for this project such as flyers, popcorn, etc.
- 7. Looking at Projects**
Jamie mentions the need to hire someone, a consultant, to do evaluations that show there's a difference being made in how students experience BS programs, i.e., focus groups or quantitative studies.
Linda says a survey to find out why BS students drop is free verses a focus group.
Celia says we need a good database of BS students.

Leslie encourages teachers to get involved in focus groups.

8. Handout from Celia- Activity Description (2015 Action Plan and Activities)

We went over a list of 9 activities outlined and who is responsible for each.

Celia gave us homework to get involved in one of the activities.

BSI Committee Meeting

March 9, 2016, GE118, 2:30-3:45

Agenda

Approval of Feb 24, 2016 Meeting Notes

Approval of Agenda

Continue reviewing 2015 Action Plan

BSI Committee Meeting

March 9, 2016, GE118, 2:30-3:45

Agenda

Approval of Feb 24, 2016 Meeting Notes

Approval of Agenda

Continue reviewing 2015 Action Plan

Meeting cancelled!

Basic Skills Initiative Committee

March 30, 2016

Agenda

Approval Agenda

Approval of 2/24/2016 Meeting Notes

(Note: March 6, 2016 Meeting was cancelled.)

Notetaker

Welcome New Members/Guests:

2015-16 Action Plan Activities:

Student Help Kiosks

Textbook Purchase

Project Proposals Received:

M Edwards, Placement Assessment in Writing Program, April to July 2016

C Cruz-Johnson, April 29, 2016, Dr. Michelle Francis, Vocabulary in Context, 11:00-1:30

Email from Edina Rutland , possible project by DSPs

BSI Conference Request Applications: None received

Other

Committee Self-Evaluation for Strategic Planning, Due April 15, 2016

Yearly Report to State Chancellor's Office, Due Date ??

Yearly Expenditure Report to State Chancellor's Office, Due Date ???

Basic Skills Initiative Committee Notes of Conversation

March 30, 2016

Agenda

Present: Angela Gullerud, Christine Trombly, Celia Cruz-Johnson

NOT A QUORUM. Meeting did not occur. Only conversed about one of the Proposed New Projects

Approval Agenda

Approval of 2/24/2016 Meeting

(Note: March 6, 2016 Meeting was cancelled.)

Notetaker

Welcome New Members/Guests

2015-16 Action Plan Activities

Student Help Kiosks

Textbook Purchase

New Project Proposals Received:

M Edwards, Placement Assessment in Writing Program, April to July 2016- Chris, Angela, and Celia discussed the proposal. It was suggested that the two projects be broken in two separate proposals: (1) Student Ambassadors and (2) Placement Through Writing Prompts and be resubmitted.

C Cruz-Johnson, April 29, 2016, Dr. Michelle Francis, Vocabulary in Context, 11:00-1:30 (Proposal Pending)

Email from Edina Rutland , possible

BSI Conference Request Applications: None received

Other

Committee Self-Evaluation for Strategic Planning, Due April 15, 2016

Yearly Report to State Chancellor's Office, Due Date

Yearly Expenditure Report to State Chancellor's Office, Due Date

April 13, 2016

Basic Skills Initiative Committee Meeting

Note: This agenda was intended for the March 30, 2016 meeting. Meeting was cancelled due to lack of quorum.)

Agenda

Approval Agenda

Approval of 2/24/2016 Meeting

(Note: March 6, 2016 Meeting was cancelled. March 30th meeting was cancelled due to lack of quorum.)

Notetaker

Welcome New Members/Guests

2015-16 Action Plan Activities

Student Help Kiosks

Textbook Purchase

Project Proposals Received:

M Edwards, Placement Assessment in Writing Program, April to July 2016

C Cruz-Johnson, April 29, 2016, Dr. Michelle Francis, Vocabulary in Context, 11:00-1:30

Email from Edina Rutland , possible

BSI Conference Request Applications: None received

Other

Committee Self-Evaluation for Strategic Planning, Due April 15, 2016

Yearly Report to State Chancellor's Office, Due Date ??

Yearly Expenditure Report to State Chancellor's Office, Due Date ???

Basic Skills Initiative Committee Meeting Notes

April 13, 2016

Present: Angela Gullerud; Leslie Takej; Rachel Hagan; Christine Trombly; Linda Meyer; Ann Soman; Roland Montemayor; Jonathan Cronan

Meeting Notes:

Agenda- It was approved without changes.

Approval of 2/24/2016 Meeting Notes

Notetaker-No one volunteered to take meeting notes.

Welcome New Members/Guests: Committee welcomes, Mr. Jonathan Cronan, HVAC Instructor. He was a bit late because he was speaking to prospective students from Elmwood Correctional Facility.

2015-16 Action Plan Activities- Committee members presented updates on some ongoing or pending activities.

Student Help Kiosks-Leslie T. will lead the Information Kiosks focusing on basic skills students. The committee members made suggestions for possible improvement on participation. It was suggested to increase the advertisement; handout flyers to students at strategic location-Student Center, in classroom, in LRC, Library, etc. Send information to Counselors, so they can advertise. Angela suggested additional formats; she shared some of the ones done at the METAS Center.

Textbook Purchase- Linda M. will send out an email announcing the opportunity to purchase textbooks for the basic skills courses. The budget allocated for this project is a maximum of \$10 thousand.

Project Proposals Received:

M Edwards, Placement Assessment Writing Program and Ambassadors, April to July 2016- The committee members discussed the proposal and stated it would be resubmitted as two different proposals.

Roland mentioned the possibility of creating writing prompts for the students as part of the multiple measures process. There could be a systematic writing sample that can be used. He added that Student Ambassadors are paid through federal funding. There is a need to collaborate with Blake if there is an interest in getting these students involved in any BSI project.

Linda suggested that the project faculty duties be clearly outlined prior to beginning the project to ensure that is proper participation and measureable outcomes, as well as monetary compensation.

C Cruz-Johnson, April 29, 2016, Dr. Michelle Francis, Vocabulary in Context, 11:00-1:30. It will be forwarded to the committee via email.

Edina Rutland , Director of DSPS, has met with Celia to discuss the possibility of a project. She has the forms and will submit the application in the next weeks. Her project focuses on working with the new DSPS Assistant.

BSI Conference Request Applications: None received

Other

Jonathan expressed interest in collaborating with the tutorial center in helping students take the board exams. It was suggested that he might have a counsellor present a workshop on test taking tips and working with the tutoring center on some of the skills the exam can assess. Ann S and Jonathan will meet to begin the collaboration. Jamie A. suggested that the opportunity to collaborate with a Math instructor in the classroom might also be another strategy for this.

Roland stated that these students would also benefit from workshops on resume writing and introduction to computers (My Web, Moodle). Workshops can be scheduled for the HVAC and other CTE students.

Jamie shared about Statway and the purchases of calculators and books for their students. Jamie also suggested an online math program that can be used as a tool by all math students. It is similar to the Student Lingo license purchased by Student Affairs and that is available 24/7 to students.

Committee Self-Evaluation for Strategic Planning, Due April 15, 2016- The committee will complete the evaluation at the next meeting.

Yearly Report to State Chancellor's Office and Yearly Expenditure Report to State Chancellor's Office - Celia will verify their due dates and will share with the committee.

Meeting adjourned at 3:40.

Basic Skills Initiative Committee

April 27, 2016

2:30-3:45

Agenda

Approval Agenda

Approval of April 13, 2016 Meeting Notes

(Note: March 6, 2016 Meeting was cancelled.)

Notetaker

Welcome New Members/Guests

Annual Committee Evaluation for Strategic Planning

2015-16 Action Plan Activities Discussion Continued

Project Proposals Received:

C Cruz-Johnson, April 29, 2016, Dr. Michelle Francis, Vocabulary in Context, 11:00-1:30, \$4,800

M Edwards, April to Fall 2016, Writign Assessment Placement for English, \$3,765.60 +

BSI Conference Request Applications:

Keiko Kimura, National Conference on Race and Ethnicity, San Francisco, June 1 to 4, 2016,
\$1,320

Raymond Brennan, Online Teaching Conference, June 15-17, 2016, \$1,281.

Other

BSI Meeting Tentative Minutes, April 27, 2016

GE 118

2:30 – 3:45 pm

In attendance: Celia Cruz-Johnson, Rachel Hagan, Veronica Harris, Linda Meyer, Christine Trombly-Christen, Jamie Alonzo, Roland Montemayor, Ann Soman, Claudia Amador, Jonathan Cronan.

Agenda:

1. Approval of April 13, 2016 meeting notes

All approved

2. Welcome New Members/Guests

Jonathan Cronan HVAC instructor was reintroduced. Claudia was introduced as she was absent the last meetings.

3. Annual Committee Evaluations for Strategic Planning (See page 3)

Using a template, we discussed possible scores. All scores were 3 and above concluding that the BSI committee is doing a fine job.

Some comments were made in each category on *Achievement of Goals* from a template handed out by Celia:

#1- (scored 5) score was given by Linda and seconded by Jamie.

#2 – (scored 4) Success! Stated by Roland

#3- (scored 3 the lowest) Having to do with discussions across disciplines. Sharing of info to discern funding effect on multiple basic skills course and success- Basic skills in math- Jamie mentioned predictive analytics which feeds information into a computer which gives interpretation, and we should use that here at SJCC

We need more data on students taking multiple basic skills courses. Moreover, more discussion needs to take place with more ideas.

#4- (scored 5) Awesome as stated by Roland.

#5- (scored 4) The score was given by Rachel because she thinks it needs more support.

Discussion followed about a course proposal submitted by Madeline which awaits approval: certification of specialization in tutoring. Ann asks what are tutors expected to do. Susan Hienes- the new Distance Education Dean- will coordinate. She will find gaps and redundancies. Tutoring center needs more tutors. CRLA certification should allow student to work for PLTL or the tutoring center.

#6 (scored 4.5) The score was given by Rachel who said we are doing more but not a 5 yet- She feels that we are doing more than last year because we added Saturday and evening hours due to complaints that there were no tutoring on weekends or evenings. Jonathan mentioned success in this area because Chris, a counselor, often comes by his class.

Next, we graded Committee Performance giving 4s and 5s in all 4 categories.

Rachel was a hard grader on the last item giving it only a grade 4.

Finally, Linda stated that processes that worked well were membership growth, and on-going acceptance of proposals and applications. Changes that were made was more funding being spent, taking on of different projects, and doing more with math such as math jams. It is

recommended there be more PPD activities with faculty to brainstorm ideas. There are 2 options for PDD activities: implement the changes and define the problem.

Also, retreat to a winery for adjuncts and paid. The retreat could focus on “Why aren’t we retaining?” Recommended by Jamie.

4. Project Proposals Received and reviewed

Members reviewed and signed off on applications.

The meeting adjourned at 3:45pm

Basic Skills Initiative Committee Meeting

May 11, 2016

GE118, 2:30-3:45

Agenda

Approval Agenda

Approval of April 27 2016 Meeting Notes

Notetaker- Volunteer

Welcome New Members/Guests

2015-16 Action Plan Activities Discussion Continued

Project Proposals Received:

Kimura, Developmental Education Summer Learning Institute for Adjunct Faculty, Year 3,
\$18,441.44

Kimura, English 335 Alternative Pathways Feedback Meeting, \$1,155.98

Revised (approved)Project Proposal for M Edwards, April to Fall 2016, Writing Assessment
Placement for English,(See document)

BSI Conference Request Applications:

Margarita Mitevka, Online Teaching Conference, June 15-17, 2016, \$1098.94.

Other

Basic Skills Initiative Committee Meeting

May 11, 2016

GE118, 2:30-3:45

In Attendance: Celia Cruz-Johnson, Rachel Hagan, Veronica Harris, Linda Meyer, Jamie Alonzo, Roland Montemayor, Ann Soman, Claudia Amador, Jonathan Cronan, Leslie Takei

1. **Approval of April 27, 2016 Meeting Notes**
 - a. All approved
2. **Approval of Agenda**
3. **Volunteer Note taker** – Claudia Amador
4. **New Members/Guests** – No new members
5. **2015-16 Action Plan Activities Discussion (Continued)** – We continued the discussion to see if we are doing what we need to do according to the plan.
 - a. **Activity #1:** Rachel comments that we have done some of it. By the end of the semester she will be able to separate BSI vs. non-BSI students based on her presentations and data collected. Roland – there is a financial aid video about BOG Eligibility on financial aid tv, that has a portion of this activity.
 - b. **Activity #2:** We are purchasing books. Linda sent an email to BSI faculty to submit their book requests. Ann submitted a request for 4 books. Jamie says the math department does not have further needs.
 - c. **Activity #3:** Roland mentions that the Counselors Breakfast in the fall could have been an effort for this activity, but not completely sure. Asking the Dean of Counseling for updates would be needed. In the math department the conversation got started, the Santa Clara County Office of Education: STEM speaker talked about Common Core.
 - d. **Activity # 4:** Additional people went to On Course in April. Jamie reports that on the math department not everyone has done On Course. Celia mentions that during the summer there is a Palo Alto-On Course, although not required, we could ask faculty if they would like to attend and BSI would cover the expenses. Celia will verify the date and Jamie will contact his faculty to see if they are willing to take the course. (Dates for the course are June 28 to July 1).
 - e. **Activity #5:** Dr. Edwards – Her project got re-funded and Celia took the liberty to break it down by monthly basis. Celia will send out to the committee the breakout categories which include 4 months of activities, May, June, July and August. Celia – there is misunderstanding that English faculty can give the writing assessment by itself.
 - f. **Activity # 6 & #7:** Linda did 2 workshops. Linda is willing to do #6 on a regular basis – no need for BSI funding because it is part of her job description.
 - g. **Activity # 8:** First two weeks of the semester, first time it was completed was in January. Leslie can contact Rachel to get information to counselor and do it again in the fall. Roland – getting our outreach people involved to help promote it would be great. Celia-

for #8 to be successful we need to come with a marketing plan. We will develop a marketing plan in June on our retreat.

6. **Project Proposals Received:** The committee agreed to discuss and vote as a group for each of the project proposals submitted by Dean Keiko Kimura.
 - a. **Kimura, Developmental Education Summer Learning Institute for Adjunct Faculty, Year 3, \$18,441.44** – The Committee agreed to approve the project until the needed corrections are made, which are to give more detailed information about the project.
 - b. **Kimura, English 335 Alternative Pathways Feedback Meeting, \$1, 155.98** – The committee agreed to approve this project after needed corrections are made. There needs to be more explanation about the project.
 - c. **Revised (approved) Project Proposal for M Edwards, April to Fall 2016, Writing Assessment Placement for English (see document)**
7. **Placement for English (See document)**
8. **BSI Conference Request Applications:**
 - a. **Margarita Mitevaska, Online Teaching Conference, June 15-17, 2016 \$1,098.94** – The Committee declines this conference request. We believe there are plenty of other resources available on campus and they should be taken advantage of.
9. **Other**

The committee voted on June 22, 2016 from 1:00 – 4:00pm for the BSI retreat date. Location will be in GE-118 and lunch will be provided.

Basic Skills Initiative Committee Meeting

May 25, 2016

GE118

2:30-3:40

Agenda

Approval Agenda

Approval of May 11th Meeting Notes

Notetaker- Volunteer

Update Project Proposals:

Kimura, Developmental Education Summer Learning Institute for Adjunct Faculty, Year 3,
\$18,441.44

Kimura, English 335 Alternative Pathways Feedback Meeting, \$1,155.98

Revised (approved)Project Proposal for M Edwards, April to Fall 2016, Writing Assessment

BSI Conference Request Applications:

Margarita Mitevka, Online Teaching Conference, June 15-17, 2016, \$1098.94. (Revisit per
request from Dean Kimura)

Shiva Singh, On Course May 24-27, 2016, Menlo Park, \$960

Azar Sioshansi, On Course, May 24-27, 2016, Menlo Park, \$960

Agenda Items for June 22, 2016 Summit Meeting

VP Graham authorize faculty payment

Other

Basic Skills Initiative Committee

Summer Summit

June 22, 2016

Agenda

12:30-1:30 Greetings & Introductions

1:30-2:15 Dr. Joyce Lui Presentation

2:15-2:30 Question & Answer Session

2:30-3:00 Review of 2015-16 Action Plans (Use **Rubric for 2015-16 BSI Action Plan Activities** attached)

What worked?

What didn't work?

Possible

3:00-3:15 Possible Alignment/Partnership with SSSP & Student Equity Activities

3:15-4:15 Possible Plans for 2016-17 (Use chart attached)

4:15-4:30 Other

Rubric for 2015-16 BSI Action Plan Activities

Area to Evaluation	Comments
What specific steps is your college taking to institutionalize your basic skills funded programs and projects?	
What are the obstacles to doing so?	
What projects and programs have you been able to successfully expand from a small program to a larger and more comprehensive program within your college? (Please list the projects/programs)	
How were you able to successfully accomplish the process of expanding or “scaling up” these successful projects and programs? (Please provide descriptions for each project/program).	
How are you integrating your basic skills efforts with your college's SSSP plans?	
How are you integrating your basic skills efforts with your college's Student Equity plans?	
Explore the progression of cohorts of students through your basic skills/ESL courses into transferable coursework. In addition to class cohorts, disaggregate your data by gender, age, ethnicity, and other	

<p>characteristics. As you explore the data related to the progress of these cohorts, identify data that raise concerns or questions that you, as a college, clearly need to explore further or seek to address. For example, after determining that a certain percentage of students have progressed from point X to point Y, you might consider whether this represents acceptable progress and explain why or why not.</p>	
<p>To what extent did your college’s basic skills program demonstrate more progress in 2013-2015 than in 2011-2013? Explain your answer for each discipline of English, ESL and mathematics separately. Include quantitative results in the narrative</p>	

Possible Activities for 2016-17 Action Plan

Activity	Activity Description Describe the activity that will be undertaken. Provide as much detail as necessary to allow those less familiar with your	Associated Long-Term Goal ID	Target Date for Completion (mm/dd/yyyy)	Responsible Person Responsible Department Measurable Outcomes Fund	Responsible Person Responsible Department Measurable Outcomes Fund	Responsible Person Responsible Department Measurable Outcomes Fund	Responsible Person Responsible Department Measurable Outcomes Fund

	basic skills efforts to understand the general scope and elements of your activity.						
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