

Basic Skills Initiative Committee

September 12, 2013

GE118

3:30-4:30

Agenda

Approval of Agenda

Approval of Minutes

Meeting Notetaker, Need a Volunteer

Welcome New Members, Linda Meyer

BSI Report due October 11, 2013

BSI Conference (Staff Development) Funding Request Forms

Increase the allocation

Revise Form

Membership Expansion

Website

Projects Funded for the Fall 2013 Semester

Next Meeting Dates:

Other

Basic Skills Initiative Committee Meeting Notes

September 12, 2013, GE118, 1:00-2:30

Absent: Dong M. Cao and Charles Heimler

Present: P. Gheibe, C. Cruz-Johnson, T. McKimmey, R. Hagan. K. Kimura, A. Soman, S. Gonzalez

Agenda- Committee approved the agenda.

Meeting Notes- This was the first meeting of the semester.

Meeting Notes Volunteer- No one volunteered. Celia took meeting notes.

Welcome New Members- Linda Meyer, faculty, librarian, and IPCC Chair, and Vice-President Duncan Graham have also joined the family

BSI Report due October 11, 2013- The committee discussed the report deadline. Each committee member expressed interest in assisting in the different areas. Teresa will work with the English data from the Tracker; Dong M. will work with the area of ESL; Ann will explore the area of mathematics.

BSI Conference (Staff Development) Funding Request Forms- The committee members discussed and agreed in increasing the amount of funding awarded to conference recipients. For local conference without an overnight stay, the maximum awards are \$500. For in state conference with an overnight stay, the maximum awards will be \$750. Out of state conferences will have maximum awards of \$1,000.

Membership Expansion- The committee discussed the need to have representation from the CTE areas and additional members. Rachel will invite the dean of counseling.

Website- Celia share that information presented in the BSI area of the SJCC website.

Fall 2013 Projects Funded-The projects listed below were funded for fall 2013 .

Project	Dept/Division
RWC Peer Tutors (In-Class)	Language Arts
In-Class Tutors for Math Supplementary Instruction	Mathematics
ESL Lab Tutors	Language Arts
CACE- SJCC Partnership for Workforce Development – Phase 1: ESL Bridge	Language Arts

Other- Committee member suggested that we also have a list of conferences listed in BSI site.

Next Meeting Dates: 9/26/2013

Basic Skills Initiative Committee

September 26, 2013

GE118

1:00-2:30

Agenda

Approval of Agenda

Meeting Notetaker, Need a Volunteer

Website Unveiling

BSI Report due October 10, 2013

BSI Conference (Staff Development) Funding Request Forms

Membership Expansion

Next Meeting Dates: October 3rd and October 17th

Other

BSI Meeting Notes

9/26/2013

Committee Members Present: K Kimura, T McKimmey, A Soman, L Meyer, C Cruz-Johnson

Committee Members Absent: D Cao, C Heimler, P Gheibi, D Graham, S Gonzalez, R Hagan

Meeting Note Taker: Linda Meyer

Concern was voiced that an insufficient number of committee members was present to have quorum. It was suggested that the committee attendance requirement be discussed, voted on, and the committee charge revised accordingly. This will be a future agenda item.

The committee website was previewed and its suitability for committee proposes discussed. Suggestions were made regarding additional resource materials that should be housed here such as: BSI Tracker Tool; Student Success Scorecard; Conference Funding Request, Best Practices by Barbara Illowsky; Committee Action Plans. Due to lack of quorum, no vote could be taken to adopt the proposed website.

Committee Long term Goals were discussed, specifically should goals be revised or divided into smaller units.

It was suggested that the Dean of Counseling attend committee meetings to assist in the formulation of best practices to aid in serving students. Members remarked that they would like to be better informed of counseling features and procedures that support BSI students.

Committee members brainstormed methods to publicize to staff and faculty Basic Skills services and materials available on campus. Some suggestions were PDD presentations, workshops, attendance to different departmental meetings.

Concern was voiced that many Basic Skills students were taking vocational educational courses, and that faculty in these disciplines are often not aware of the services available to their students. Help Us Help You was suggested as a theme to promote BSI resources.

BSI Report is due on October 10th.

Next Meetings: October 3rd at 1 pm.

Basic Skills Initiative Committee

October 3, 2013

GE118

1:00-2:30

Agenda

Approval of Agenda

Approval of 9/26/2013 Meeting Notes

Meeting Notetaker, Need a Volunteer

BSI Tracker Expedition by Dean Kimura and Ms. Soman

BSI Report Update

Due October 10, 2013

Meeting with Seher Awan Update (S. Gonzalez)

BSI Conference (Staff Development) Funding Request Forms

J. Ledee

H. Kozlowski

C. Cruz-Johnson

Website

Membership Expansion

Next Meeting Dates: October 17th; November 7th and 21st; December 5th and 10th

Other

Basic Skills Initiative Committee Meeting Notes

October 3, 2013, GE118, 1:00-2:30

Present: D. Cao, R. Hagan, P. Gheibi, L. Meyer, A. Soman, T. McKimmey, C. Cruz-Johnson, A. Lopez

Absent: D. Graham, C. Heimler, K. Kimura

Agenda- Agenda was approved.

Previous Meeting Notes- Meeting notes from 9/26/2013 meeting were approved.

Meeting Notetaker- No volunteers to take notes during the meeting. Celia will take notes.

BSI Tracker Expedition by Dean Kimura and Ms. Soman- Ann and Keiko shared their findings. Ann and Peiman discussed that the 2009-10 cohort did better in comparison to the 2010-12 cohort. Ann suggested that the college should continue using the Supplemental Instruction(SI) Model. Peiman suggested that the assessment for math should be revised. Ann stated that the Math 13 (5 units course) is difficult for students to pass. Rachel suggested that perhaps it can be divided into 2 3 unit courses. Keiko and Teresa shared their findings of the cohorts in English. They stated that the 2008-10 did better in the completion of the BSI course; however, the 2010-12 cohort did better with the transferable courses. Dong Mei and Ron are still working on the ESL tracker data.

BSI Report Update- The report is due on October 10, 2013. The committee members are still working on the draft.

Meeting with Seher Awan Update- Sandra shared her conversation with Seher regarding the funds available and the expenditures.

BSI Conference Funding Request Forms- Conference requests (J. Ledee ,H. Kozlowski, C. Cruz-Johnson) were reviewed and voted on by the committee. Celia will send out the notifications.

Website- Celia posted the 2012-13 BSI report on the college website. The version posted still needs the **Academic Senate President's signature.**

Membership Expansion- The committee continued to discuss the possibilities to expand the membership.

Next Meeting Dates: October 17th; November 7th and 21st; December 5th and 10th

Other- No discussion topics added.

Basic Skills Initiative Committee

October 17, 2013

GE118

1:00-2:30

Agenda

Approval of Agenda

Meeting Notetaker, Need a Volunteer

Discussion of the 2013-14 BSI Action Plan

Next Meeting Dates: November 7th and 21st; December 5th and 12th

Other

BSI Committee Meeting Notes, October 17, 2013

Members Present: Ann Soman, Linda Meyer, Alex Lopez, Rachel Hagan (note taker), Dong Mei Cao,

Members Absent: Chair Celia Cruz- Johnson, Teresa McKimmey, Charles Heimler, Peiman Gheibi, Sandra Gonzalez, Keiko Kimura, Duncan Graham

Ann was asked by Celia to run the meeting in her absence. Our task was to review and discuss the 2013-14 Basic Skills Initiative Action Plan. This meeting was used an opportunity to review, provide feedback and suggest an approximate timeline for which tasks should be completed.

Activity 1 – Currently there are large discrepancies in course completion rates in Basic Skills between Math, Reading, and Writing courses and between reading, writing and ESL. This suggests the need for discussions across the disciplines concerning the reasons for such discrepancies, and actions that they might take to narrow the gaps.

Ann suggested we identify the discrepancies. There was committee consensus that there is some vagueness or a lack of understanding what is meant by “discrepancies” and we would like specifics before we determine what steps to take. Ann agreed to look at the Math course completion rates. The group also didn’t know what was considered an “acceptable” course completion rate, and does it vary by discipline. Alex asked if the rate is determined by the department, the college, district or state? And is funding taken into consideration when assessing course completion rate? Alex shared that some schools have lost funding due to low graduation/completion rates. Linda reminded us that BSI committee members are included in the English, Math and ESL departments and they should ask to be put on the agenda of the department meetings and lead the review of the data and the discussion of how to close the gaps. Ideally, it would be helpful if the committee members could try to get on the agenda of a meeting this semester to also aid in the program review. Linda also added that Counseling and Library faculty who represent the committee could go to the vocational departments with this discussion. Ann would like to ask that VP Graham attend the next meeting in order to make this an agenda item at the next Dean’s meeting. Linda asked if it would be helpful for us to ask the Voc Ed/Career Tech instructors what specifically they think students need, or are lacking, in order to be successful in their classes. By doing so, we can identify projects that we can fund that would help the success of the Voc Ed students.

Activity 2 – Begin to evaluate and discuss effectiveness of the current placement assessment instrument and process, with an eye to revise, replace and establish expiration dates and to collaborate on processes that surround assessment, such as orientation and ESL advisement.

Alex mentioned that part of the Student Success Initiative is that the state is hoping to have one assessment used throughout the community college system. Currently the state standard is that scores are good for three years. The complication we face is that unlike many schools’ programs whose scores “fall out” of the system, ours are not purged and the student unless they are repeating the class, can register for a class with test scores older than three years. An asked for clarification of “BSI Counselor” found under “Measurable Outcomes”. Is this a specific counselor, or a counselor on the committee? Alex asked are we reacting to prevent probation/dismissal or do we begin acting proactively and prepare students for testing? As an example, the Metas program goes out to the high schools and meets with

students and discusses the importance of testing and how to prepare. Linda suggested that this issue is brought to counseling to discuss and vote on as to whether or not the department supports the expiration date idea (at least for Math) and the idea that a writing supplement would help with English placement. Rachel agreed to bring this back to the group and add to the next meeting's agenda (11/1/13) and report to the group at the next meeting.

Activity 3 – Continue to sponsor professional development for Basic Skills/ESL faculty and staff and participate in statewide regional events conducted by 3CSN and arrange for workshop(s) on campus.

Ann stated that it appears very straightforward and that there is a need to conduct workshops, compile information and possibly hire someone to present various workshops. Rachel asked if we are spending a lot of money on a presenter, how do we enforce/encourage attendance? Could adjuncts be paid to attend? Alex mentioned that they (Metas) paid for a presenter but the departments should pay for attendance. Alex also asked if there was buy-in from the department faculty for such offerings? Is there interest, and how many would attend during PDD?

Activity 4 – Continue to support existing tutoring programs that focus on the needs of Basic Skills/ESL students to include supplementary instruction or other best practices, explore the possibility of implementing supplementary instruction for pre-algebra, elementary algebra, and intermediate algebra using contextual curriculum, and continue to purchase textbooks for textbook loan library in the tutoring centers.

Ann stated that this is a continuing program and that the funds had been increased. Many of these items are already being implemented, and they were looking into possibly funding one-on-one or group tutoring for Math 13 and possibly Math 111. Alex admitted that he strongly feels that support services should be offered for Math 311.

Activity 4 – Continue to provide counseling services that guide BS/ESL students to follow individual educational plans and to offer proactive management counseling to basic skills/ESL students on academic and progress dismissal and probation.

At this point in the discussion, we had run out of time. Members seemed to feel that guidance was needed from both Celia and from VP Graham to address some of the issues that came up during the discussion.

Committee members want to review with Celia the concerns, and hopefully VP Graham can attend to address some of the issues

Basic Skills Initiative Committee

October 29, 2013

GE118

1:00-2:30

Agenda

Approval of Agenda

Meeting Notetaker, Need a Volunteer

Welcome New Member: Dean Roland Montemayor

Review fall 2013 Timeline

BSI Report Update

BSI Conference (Staff Development) Funding Request Forms

Lisa Vasquez, Dec. 2013

Kevin McCallister

2013-14 Action Plan Continue Planning

One Time Funding Available

Discussion of the BSI Fall 2013 Timeline

Distribution of the Student Success Report

Membership Expansion

Other

Next Meeting Dates:

Basic Skills Initiative Committee Meeting Notes

October 29, 2013, GE118, 1:00-2:30

Present: S. Gonzalez, R. Montemayor, T. McKimmey, R. Hagan, P. Gheibi, L. Meyer

Absent: L. Kimura, D. Cao, A. Lopez, C. Heimler, A. Soman, VP Graham

Agenda-Agenda was approved. No additions or changes were suggested.

Notetaker- No volunteers. Celia will take notes.

New Member- The committee welcomed Dean of Counseling, Roland Montemayor. He will serve as a liaison between student services and the BSI committee.

Review Fall 2013 Timeline-The committee collaborated and discussed a work timeline needs to be designed to schedule the proposal projects. December 10th was selected to hold the proposal hearings. Rachel offered to host a workshop for employees interested in submitting a project proposal. (See attached file.) Roland suggested that it is important that each project have clear measurable outcomes, particularly direct contact with students.

BSI Report Update-The report was submitted to the State Chancellor's Office without the A/S President's signature. He is expected to stop by the Dr. Breland's office to sign the document.

BSI Conference Funding Request Forms- The committee members reviewed and approved the two applications submitted: Lisa Vasquez and Kevin McCallister.

2013-14 Action Plan Continue Planning- One Time Funding Available-The committee discussed the possibilities of funding one-time projects. They still need to review the official expenditures.

Distribution of the Student Success Report- Committee members received a copy of the Student Success Report distributed by the State Chancellor's Office. Members agreed to review it to compare how it compares to BSI efforts.

Membership Expansion- The committee discussed possibilities of visiting division and department meetings to present information about the Basic Skills Initiative and campus wide funded projects. Peiman suggested that we emphasize the across the curriculum tutoring services available.

Other- The committee members also requested to review the BSI Conference Fund Application; it was agreed that they could receive the document in the e-version.

Next Meeting Dates: 11/21/2014; 11/26/2014; 12/10/2014 (Proposal Hearing)

Basic Skills Initiative Committee

Work to be Completed in Fall 2013

Proposal Funding Cycle Timeline

Date	Task to Complete
Tuesday, Nov 13 th	Review and revised proposal application
Friday, Nov 16 th	Revisions by committee members are completed
Monday, Nov 19 th	Celia makes revisions
Tuesday, Nov 19 th	Information announcing application window will be emailed
Nov 19 th to Dec 5 th	Window to complete proposals
Dec 10 th 1-4	BSI Committee Proposal Hearing
Dec 13 th	Committee Voting Deadline
Dec 17 th	Notifications are emailed
Drafted 10/29/13 by BSI Committee	

Basic Skills Initiative Committee

November 21, 2013

GE118

1:00-2:30

Agenda

Approval of Agenda

November 14 Meeting Notes

Meeting Notetaker, Need a Volunteer

Project Proposals Update

Timeline

Forms

Email

BSI Report Update

C Heimler signed it on November 15th

Resubmitted to state with all signatures

BSI Conference (Staff Development) Funding Request Update

Special Project Opportunities for Spring 2014, One Time Projects

Membership Expansion

Membership Resignation, C. Heimler, via email

Next Meeting Dates: December 5th and 10th

Other

BSI Meeting Notes

November 21, 2013

Committee Members Present: Celia Cruz-Johnson, Dong Mei Cao, Rachel Hagen, Linda Meyer, Ann Soman, Sandra Gonzalez, Peiman Gheibi, , Keiko Kimura, Alex Lopez, Roland Montemayor, and Teresa McKimmey (Meeting Notetaker)

Sandra & Linda reported on their meeting with tech faculty. Their primary goal was to solicit members for the BSI committee as well as inform the division of available conference funds. Faculty members voiced concerns such as students without strong speaking, reading, or writing skills, short attention spans, lack of basic math skills, and poor critical thinking and analytical skills. A prerequisite discussion began which Linda reported continued amongst the tech faculty after their meeting.

Committee members then brainstormed about how best to bring CTE faculty into the BSI process and committee, with most agreeing that a new permanent dean for the division would best help further faculty involvement.

The committee then moved into a discussion of adding more prerequisites for courses since assessments and advisories are not working. Linda suggested such an involved process could take two years or more. Several committee members voiced questions about the state standard for assessment and placement expiration, but none were sure if such a standard exists and/or what it is.

Celia then announced she is setting up a format for project proposers to submit through PDF; she also added that Charles Heimler had signed the committee's BSI report for the state on November 15th. With Heimler's subsequent resignation from the BSI committee, Rachel agreed to be the BSI rep on the academic senate. Celia also informed the committee that a new conference proposal had been received from Ann, and that the committee had approved approximately \$3000 total in conference funding so far.

Chair Celia then asked everyone's opinion about sending the committee's long-term goals with her email soliciting proposals, and most agreed that doing so was a good idea.

Next came a discussion of the committee's action plan items, with Chair Celia reminding all of the need to revise, reassess, and possibly restructure some of the items and goals listed. Keiko suggested assigning specific names to the 'responsible person' roles in the action plan who would then meet, gather info on the related item/goal, and then report back to the committee.

The meeting ended with reminders: on December 5, the committee will hold its regular meeting from 1:00-2:30; on December 10 (a TUESDAY), hearings on new proposals will take place from 1-4.

Basic Skills Initiative Committee

November 26, 2013

GE118

1:00-2:30

Agenda

November 21 Meeting Notes

Today's Meeting Notetaker, Need a Volunteer

BSI Conference (Staff Development) Funding Request Update, A Soman

Multiple Applicants to Conferences and Consecutive Applications

Rubric for Project Proposals

Next Meeting Dates: December 5th and 10th

Other

Basic Skills Initiative Committee November 26, 2013

GE118, 1:00-2:30

Meeting Notes

Present: A Soman, C Cruz-Johnson, S Gonzalez, L Meyer

No Quorum

November 21 Meeting Notes- Notes were distributed and approved.

Meeting Notetaker- Celia will draft the notes.

BSI Conference (Staff Development) Funding Request- A Soman submitted a funding request. Committee members voted via email.

Concern Multiple Applicants and Consecutive Applications- The committee also discussed the concern about multiple applicants from the same department to the same conference. The following guidelines were adopted:

- The conference within the discipline.
- The applicant first time funding requestor.
- The applicant first time attending this conference.
- After the second consecutive year of funding, take a by year.

Proposal Rubric- The committee reviewed the rubric and made minor changes. The revised rubric will be used during the December 10th hearings.

Next Meeting Dates: December 5th and 10th

Other- None

Basic Skills Initiative Committee

December 5, 2013

GE118

1:00-2:30

Agenda

Approval of Agenda

Meeting Notetaker, Need a Volunteer

One Time Funding Available

Discussion of the BSI Fall 2013 Timeline

Dec 10th

Appointments

Camera/tapes

Membership Expansion

Other

Next Meeting Dates: Proposals Hearing

Basic Skills Initiative Committee

Meeting Notes

December 5, 2013, GE118

1:00-2:30

Approval of Agenda and previous meeting notes.

Meeting Notetaker- Celia will draft the meeting notes.

One Time Funding- The committee decided not to continue with the idea.

BSI Fall 2013 Timeline- Committee members discussed the Dec 10th Hearing Process. They will follow the One Question per committee member format. They also discussed the possibility to record the presentations. The camera needs to be reserved with CTS. There is also a need to get blank tapes. Celia will create a series of 10 minute appointments for the

Membership Expansion-There is still a need to expand the membership. Committee members will do a presentation at the Spring PDD and send a notice to the Academic Senate to announce the vacancies.

Other- No other items.

Next Meeting Dates: December 10th Proposals Hearing