

Basic Skills Initiative Committee

February 20, 2014

GE118

2:00-3:00

Agenda

Agenda Approval

Today's Meeting Notetaker, Need a Volunteer

March 14th PDD BSI Workshop??

BSI Conference (Staff Development) Funding Requests: J LeDee; L Takei; L Rice; D Pucay

Awards and Special Project Opportunities for Spring 2014 (One Time Projects)

Membership Expansion (2 Reps from Business & Career Services Division)

Next Meeting Dates:

March 6th (GE Conference Room); *March 20th; *April 3rd; *April 24th (3:15-4:15); *May 1st

*Meetings in GE118

Other



Basic Skills Initiative Committee Meeting Notes

February 20, 2014, GE118, 2:00-3:00

Present: K. Kimura, R. Montemayor, P. Gheibi, D. Cao, C. Cruz-Johnson, T. McKimney

Absent: A. Lopez, D. Graham, A. Soman, R. Hagan.

Agenda Items

Agenda was approved.

Meeting Notes- No volunteers to take notes. Celia will draft the notes.

BSI Workshop at the March 14th PDD -The members present agreed and volunteered to present at PDD. They will create a powerpoint to inform college employees about the function of the committee and the BSI funding. It should also include activities and projects sponsored by this funding. Keiko and Celia volunteered. Celia will email members absent to see if they want to also participate. Keiko also suggest that recipients of conference and projects can participate as panelists too.

BSI Conference (Staff Development) Funding Requests- We received conference funding requests from J LeDee; L Takei; L Rice; and D Pucay. The applications will be emailed to committee members for their voting.

Awards and Special Project Opportunities for Spring 2014- Celia is unsure of the amount of funding left for this idea.

Membership Expansion- The committee still needs representation from the Business & Work Force Division. The committee discussed the possibility that some of the faculty members from this division might attend the PDD workshop.

Next Meeting Dates: The next meetings are on March 6th (GE Conference Room); *March 20th; *April 3rd; *April 24th (3:15-4:15); *May 1st .

*Meetings in GE118

Other- It was discussed to create the timeline to follow with the projects proposal hearings.

Basic Skills Initiative Committee

March 6, 2014

GE Conference Room

2:00-3:00

Meeting Agenda

Agenda Approval

Today's Meeting Notetaker, Need a Volunteer

March 14th PDD BSI Workshops

CACE, (Ron, Patty, CACE Rep.)

RWC In-Class Tutors, Rice and other faculty

ESL Advisement, (Ron, Heather)

BSI Work on Campus (Celia, Alex, Rachel, Keiko)

Labs and Tutoring Centers (Rojas, Taike, Borella, Peiman, Ann)

Timeline for Proposal Presentations

BSI Conference (Staff Development) Funding Requests: R Gutierrez, O Peper, M Adamszechi

Develop Guidelines Multiple Applicants Same Conference

Awards and Special Project Opportunities for Spring 2014 (One Time Projects) ???

Membership Expansion (2 Reps from Business & Career Services Division)

Other

Next Meeting Dates:

March 20th; *April 3rd; *April 24th (3:15-4:15); *May 1st

*Meetings in GE118



Basic Skills Initiative Committee Meeting Notes

March 6, 2014 Location: GE Conference Room

Conversation began at 2:00 pm.

Present: D. Cao, R. Hagan, K. Kimura, C. Cruz-Johnson, P. Gheibi

Meeting Notes:

Agenda was approved. No quorum, so committee exchanged information.

Celia took notes on the conversations held.

Workshops by the projects fund by BSI will be offered at the March 14th PDD. These workshops are: Campbell Adult & Community Education, (Ron, Patty, CACE Rep.), Reading & Writing Center In-Class Tutors, (Rice, other faculty, and peer tutors), ESL Advisement, (Ron, Heather), BSI Work on Campus (Celia, Alex, Rachel, Keiko), Labs and Tutoring Centers (Rojas, Takei, Borella, Peiman, Soman). They are scheduled to offer 1 hour breakout sessions.

The committee needs to draft the timeline to follow for the BSI Project Proposal Presentations. Celia and Rachel will draft it, and Celia will email it to the committee members for review. (See document attached to the meeting notes.)

Three BSI Conference (Staff Development) Funding Requests have been submitted. These requests were from R Gutierrez, O Peper, and M Adamczeski. The requests will be emailed to committee members for voting.

The committee members presented conversed about the need to develop guidelines for multiple applicants to the same conference. The following suggestions were made: award to first time applicants, set a cap for the different departments, and set a cap for conference attendance. It was also suggested to divide the funding by the different divisions that can participate. Another suggestion was to include in the rubric the question: has applicant been funded by BSI before? It was also suggested that a similar question be added to the BSI Conference Funding Application.

Discussion regarding Awards and Special Project Opportunities for Spring 2014 (One Time Projects) was postponed.

Discussion regarding Membership Expansion (2 Reps from Business & Career Services Division) was postponed.

The next meeting dates are March 20th; *April 3rd; *April 24th (3:15-4:15); *May 1st . *Meetings in GE118.

Conversation concluded at 3:00 pm.

Spring 2014 Tentative BSI Committee Timeline

Proposal Funding for FALL 2014

| Date | Task to Complete |
|--|--|
| February 20th | Discussion of possible revisions to BSI project proposal (BSI Committee Only) |
| February 27th | Coordinator will make revisions |
| February 27th | Revised form will be email for final review (BSI Committee Only) |
| March 24th | Form will be emailed to college wide. |
| March 24 th -April 23rd | Window to complete proposals |
| March 8th, 4:30-5:30 & 10th, 1:00-2:00 pm | Workshop how to write your proposal Location: GE118 |
| April 29 th ; 1-4pm | BSI Committee Meeting/Proposal Hearing GE118 (Proposal presentations: 10 mins) |
| May 6th | BSI Committee Members Voting deadline |
| May 2014 | Vice-President and Coordinator meet to prioritize awards |
| May 19 th | Notification to funding recipients |

Prepared 2/2014; Revised 3/14 Cruz-Johnson & Hagan

Basic Skills Initiative Committee

March 20, 2014

GE 118

2:00-3:00

Meeting Agenda

Agenda Approval

Today's Meeting Notetaker, Need a Volunteer

March 14th PDD BSI Workshops Feedback, Email Survey

Timeline for Proposal Presentations (emailed)

Conference Funding Update, \$4,500 awarded so far (3/20/14)

BSI Conference (Staff Development) Funding Requests: R Gutierrez, O Peper,

Develop Guidelines Multiple Applicants Same Conference

Awards and Special Project Opportunities for Spring 2014 (One Time Projects)

Membership Expansion (2 Reps from Business & Work Force Division)

Other

Next Meeting Dates:

*April 3rd; *April 24th (3:15-4:15); *May 1st

*Meetings in GE118



**BSI Meeting Notes
3/20/14 GE-118**

Committee Members Present: Celia Cruz-Johnson, Roland Montemayor, Alejandro Lopez, Dong Mei Cao, Rachel Hagen, Keiko Kimura, Teresa McKimmey, Linda Meyer; Jamie Alonzo, Dean of Math & Science (guest)

Members Absent: Sandra Gonzalez, Ann Soman, Peiman Gheibi, Duncan Graham

Meeting Note Taker: Linda Meyer

- Feedback regarding the BSI workshops on the March 14th PDD is expected soon as participants respond to an email survey. It is hoped that a sufficient number of replies are received in order to gauge the success of the topics and presentations.
- The tentative Timeline for Proposal Funding Cycle (Spring 2014) was reviewed and approved.
- Celia reported that \$4,500 for conference funding has been expended as of March 20th; \$7,000 is left to be spent on conferences by the end of the fiscal year.
- Two BSI Conference Funding requests from R. Gutierrez and O. Pepper have yet to receive sufficient votes for monies to be granted. Members are reminded to review funding applications and complete rubrics in a timely fashion. They were also reminded that this can be accomplished via email.
- Members brainstormed criteria to use as guidelines when multiple applicants wish to attend the same conference. Some criteria considered were: number of times an applicant has attended the conference in the past; how many applicants are from the same department; to what degree is the conference related to the goals of the BSI. Committee members questioned if it is necessary to develop this criteria, since sufficient funds have been available in the past to grant all applicants funding. However some members felt that the committee should have a policy in place in the event of diminished funding, or an unexpected increase in the number of applicants.
- The committee is awaiting word from VPAA Graham concerning the money available for Spring funding of Awards and Special Project Opportunities, otherwise known as “one-time-projects”.
- During the next meeting, members will review the BSI e-resource, Effective Practices Database <http://bsi.cccco.edu/> which accesses projects that have been funded through the BSI. It was discussed that future applicants be required to search this database as part of the application process to avoid duplicating projects that have already been funded.
- Next Meeting: April 3rd at 2:00 p.m.

Basic Skills Initiative Committee

April 3, 2014

GE 118

2:00-3:00

Meeting Agenda

March 20th Meeting Minutes Approval

Agenda Approval

Today's Meeting Notetaker, Volunteer Needed

Welcome New Members/Guests

March 14th PDD BSI Workshops Feedback, Email Survey, Submit your Votes

Confirmation Proposal Presentations Dates

BSI Conference (Staff Development) Funding Requests: J Song, M Zheng, M Adamczeski, I Lazik, J
Cabrer

Email about Reduction of \$11,506

Areas to make reductions from????

BSI Coordinators' Meeting, May 9th, Santa Rosa Junior College in Petaluma, CA

Awards and Special Project Opportunities for Spring 2014 (One Time Projects)

Dean Kimura's Email RE: Membership Expansion from Business & Career Services Division

Other

Next Meeting Dates: *April 24th (3:15-4:15); *May 1st *Meetings in GE118



BSI Meeting Notes
04/03/14

Committee Members Present: Celia Cruz-Johnson, Alejandro Lopez, Dong-Mei Cao, Teresa McKimmey, Linda Meyer, Duncan Graham, Peiman Gheibi, Rachel Hagen, Sandra Gonzalez, Ann Soman

Members Absent: Keiko Kimura, Roland Montemayor

Meeting Note Taker: Sandra Gonzalez

- **March 14th PDD BSI Workshops Feedback, Email survey submit your votes:** Survey assessment reports was sent out a week ago. Please complete the survey. Rachel will remind people in her area to complete the survey.
- **Confirmation Proposal Presentations Dates:** Tuesday, April 29th and Wednesday April 30th from 1-4 PM. The second date will be used in case we need to hear more proposals and for discussion.
- **BSI Conference (Staff Development) Funding Requests: J. Song, M. Zheng, M. Adamczeski, I. Lazik, and J. Cabrera:** BSI funding covers developmental Math, English, and Vo Tech. These conference requests do not fit into these categories. There was a problem with the BSI application where the characters do not fit into the box when printing which cuts off part of the text. All these applicants used the same template when they submitted their requests. The committee feels that there is no objection for these individuals going to the conference but the objection is to using BSI funds for this. All BSI committee members must submit their ballots for the tallies.
- **Email regarding Reduction of \$11,506:** Per the P1 report there is a BSI funding reduction of \$11,506 to the 2013-14 year. Peiman asked if there is a way to find out what the data is on Basic Skills course reductions. Per VPAA Duncan Graham enrollment is down 7%. Rachel Hagen-Motion to take the reductions from BSI Year 1 account

Motion Passes

- **BSI Coordinators' Meeting, May 9th, Santa Rosa Junior College in Petaluma, CA:** If any BSI members wish to attend this meeting they will need to complete a conference request form and submit for approval. The BSI committee chair suggested that it would be a good idea to host this event at SJCC in the future.
- **Awards and Special Project Opportunities for spring 2014 (one time projects):** Once it is determined how much money is remaining we may be able to fund one-time special project proposals.

- **Dean Kimura's Email RE: Membership Expansion from Business & Workforce Development Division:** Dean Kimura invited extended membership to the Business & Workforce Division.
- **Other:** The committee needs to plan a date on how to fill out proposals and formatting. Celia will send out an invitation to Barbara Illowsky to come to campus for discussion and enjoy coffee and Pie.
The president is interested in starting to look at data and what is working and what is not and showing what makes a difference. One question to ask is how we are going to move the needle and take action to student success. Also, every standing committee should focus on student success

Basic Skills Initiative Committee

April 24, 2014

GE 118

3:15-4:15

Meeting Agenda

Meeting Minutes Approval

Agenda Approval

Today's Meeting Notetaker, Volunteer Needed

Confirmation Proposal Presentations Dates

Review and Draft Questions for Proposal Hearings

BSI Conference (Staff Development) Funding Requests: None

BSI Coordinators' Meeting, May 9th, Santa Rosa Junior College in Petaluma, CA

Awards and Special Project Opportunities for Spring 2014 (One Time Projects) ???

Dean Kimura E-Resource Demonstration

Other

Next Meeting Dates:

*May 1st

*Meetings in GE118

Basic Skills Initiative Committee

April 24, 2014, GE 118

3:15-4:15

Meeting Notes

Present: Roland Montemayor, Peiman Gheibi, Linda Meyer, Rachel Hagan, Jaime Alonzo, Celia Cruz-Johnson, Dong Mei Cao

Absent: Keiko Kimura, Alex Lopez, Sandra Gonzalez, Duncan Graham, Ann Soman, Teresa McKimney

Meeting Minutes and Agenda Approval- Approved

Today's Meeting Notetaker- Celia will take notes.

Confirmation Proposal Presentations Dates- The hearing will be on April 29th and 30th (if needed.) Proposers will have 10 minute block to make their pitch and answer any committee member questions. (See hearing schedule attached.)

Review and Draft Questions for Proposal Hearings- For the upcoming proposal hearings, the following question should be included in the process: If you are partially funded, would you be able to conduct your project?

Members present stated that we need to include in future proposal applications the following question: Was your proposal vetted by your department chair and other faculty members? It was also suggested that for future proposal applications we award points (partial/complete) for alignment with Strategic Planning and Program Review completed forms.

BSI Conference (Staff Development) Funding Requests: None for this meeting

BSI Coordinators' Meeting, May 9th, Santa Rosa Junior College in Petaluma, CA-Members were reminded that they need to complete conference Request prior to attending conference/meeting.

Awards and Special Project Opportunities for Spring 2014 (One Time Projects) It was discussed of the possibility to try this, but it was suggested to wait due to the miscalculation done by the State to our funding for this year.

Dean Kimura E-Resource Demonstration- Dean Kimura unable to attend.

Other

Next Meeting Dates: *May 1st

Proposal Presentation Schedule, April 29, 2014

| Appointment Time Slots | Topic | Proposal # |
|------------------------|---|------------|
| 1:00 | DESI | 12 |
| 1:15 | Acceleration | 8 |
| 1:30 | In-Class Tutors | 10 |
| 1:45 | Textbook | 7 |
| 2:00 | Steps Interventions and Prevention | 9 |
| 2:15 | Placement, Assessment Writing | 1 |
| 2:30 | English 335 Instructor Development | 2 |
| 2:45 | English 335 Basic Skills Virtual Office | 3 |
| 3:00 | Basic Skills Student Orientation & Campus Integration | 4 |
| 3:15 | Financial Literacy | 5 |
| 3:30 | ESL Lab Tutors | 11 |
| 3:45 | METAL Learning Community | 6 |
| | | |
| | | |
| | | |

Basic Skills Initiative Committee

May 1, 2014

GE 118

2:00-3:00

Meeting Agenda

Meeting Minutes Approval

Agenda Approval

Today's Meeting Notetaker, Volunteer Needed

Reminder Proposal Votes- May 6th is the deadline to cast votes for proposals. Votes should be submitted to the Office of the Vice-President of Academic Affairs by 5 PM.

BSI Conference (Staff Development) Funding Requests:

Other

Next Meeting Dates:

Need another meeting for this semester?

Fall 2014 Meeting Dates

Basic Skills Initiative Committee

May 1, 2014

GE 118, 2:00-3:00

Meeting Notes

Meeting Notes from previous meeting and Agenda Approval

Meeting Notetaker- Volunteer needed. No volunteers spoke up.

Members Present:

Reminder Proposal Votes- May 6th is the deadline to cast votes for proposals. Votes should be submitted to the Office of the Vice-President of Academic Affairs by 5 PM. Sandra will tally votes. Celia and VP Graham will rank votes. There is a possibility of having pilot projects if there isn't enough funding to cover all proposed projects.

BSI Conference (Staff Development) Funding Requests: There were none for this meeting.

Other

Next Meeting Dates:

Meeting Fall 2014 Semester- This will be covered the first meeting in the fall.

Basic Skills Initiative Committee

May 15, 2014

GE 118

3:00-4:00

Meeting Agenda

Agenda Approval

Today's Meeting Notetaker, Volunteer Needed

BSI Coordinators' Meeting, May 9th, Santa Rosa Junior College in Petaluma, CA

Awards and Special Project Opportunities for Spring 2014

BSI Committee Charge

Self-Assessment Form for Strategic Planning Committee

Dean Kimura's Email RE: Membership Expansion from Business & Career Services Division

Other

Next Meeting Dates:

Fall 2014 Semester

Basic Skills Initiative Committee

May 15, 2014

GE 118

3:00-4:00

Meeting Notes

Agenda Approval-Agenda adopted.

Today's Meeting Notetaker-Celia will take notes.

BSI Coordinators Meeting, May 9th, Santa Rosa Junior College, Petaluma, CA- Celia attended the workshop. The information distributed was the template for the October BSI Yearly Report.

Awards and Special Project Opportunities for Spring 2014-Activity will be revisited in the fall 2014.

Projects for Fall 2014-The committee about the possible awards for the projects. There was a total of 13 project proposals were submitted; eight were approved. The total funding for projects was \$64,818.

BSI Committee Charge-The committee reviewed the charge and will revisit it in the fall semester.

Self-Assessment Form for Strategic Planning Committee-The committee members completed the self-assessment for the Strategic Planning Retreat. Celia will submit forms to S. Abel; document to be discussed at the May 25th Strategic Planning Retreat.

Membership from CTE-Dean Kimura emailed Dean Thompson about the purpose of the BSI Committee and asked for possible faculty to join the committee.

Next Meeting Dates: Fall 2014 Semester meeting dates and times will be determined during September.

Notes prepared by C Cruz-Johnson.

