

# Crafton Hills College

## Basic Skills Committee Minutes

Date: February 18th, 2015  
 Time: 12:00 noon –1:00 p.m.  
 Location: BC-106  
 Next Meeting: February 25th, 2015

The Basic Skills Committee is authorized by the Academic Senate to collaboratively develop, coordinate and oversee the Basic Skills Initiative Plan, including the development of curriculum and student support services for basic skills students and courses

### Voting Members:

\*Jim Holbrook  
 Lynn Lowe  
 \*Dean Papas  
 \*Jonathan Townsend  
 Soutsakhone Xayaphanthong  
 \*Luis Mondragon

\* Patricia Menchaca  
 \* Evan Sernard  
 \*Sherri Wilson  
 Maureen Fry

### Non-voting Members:

\*Mark Snowwhite  
 Bryan Reece  
 \*Rejoice Chavira

**Guests:** Laura Oliver

In accordance with the Ralph M. Brown Act and SB 751, minutes of the Crafton Hills College Academic Senate will record the votes of all members as follows: (1) Members recorded as absent are non-voting; (2) the names of members voting in the minority or abstaining are recorded; (3) all other members votes are understood as a vote in the majority

Long term goals as reported on 2013 BSI report and 2015 Allocation of funds

- A. Coordinate and integrate classroom instruction and academic support services to provide students a clear pathway to achieving success. **(\$10,000 allocation)**
  - B. Continue comprehensive assessment and evaluation that facilitates evidenced-based decision making in developmental education. **(\$60,000 allocation)**
  - C. Ensure that faculty and staff have access to creative and innovative ideas in developmental education through professional development and have the necessary support to implement those ideas. **(\$20,000 allocation)**
- Total allocation **(\$90,000 for 14-15)**

**Basic Skills Course Definition: Non-degree applicable courses in English Reading, English Writing, and Mathematics**

	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	12:02	
Approval of 1/28/15 Minutes and 2/11/15 Minutes		1/28/15 Minutes- Papas, Menchaca (MSC) 2/11/15 Minutes- Sernard, Menchaca (MSC)
Current Budget Report (Mark Snowwhite, 5 minutes)	No budget report	
<b>Old Business</b>		
Tutoring Center Overview (Jonathan Townsend)	Townsend presented the overview of the CHC Tutoring Center and responded to questions from the committee regarding lifescans of tutors, methods of gathering feedback from students receiving tutoring, and funding streams for tutoring.	Townsend will continue to answer questions at the next meeting.
<b>Ongoing Business</b>		

Identify how this plan interfaces and links with other related plans including financial plans.		
Develop a glossary of terms, policy, and practice.	The committee will work on the glossary of terms at the next meeting.	
<b>New Business</b>		
Basic Skills Plan Writer	Recommendation to Academic Senate for a plan writer. This will be the focus of the 2/24/15 meeting.	
Content Experts	Department/program selection	
Membership	Soutsakhone Xayaphanthong Classified and student rep.	
Statements from the public		
Announcements		
Adjourn	12:48	Next Meeting in BC-106 on 2/25/15
Future Business	<ul style="list-style-type: none"> <li>-Develop and generate a single sheet policy and practice.</li> <li>-Conduct a review of all Basic Skills courses and services</li> <li>-Define what needs to be measured.</li> <li>-Define what needs to be evaluated.</li> <li>- Discussion with content experts and students (example: perspective of tutoring, DSPS, reading, etc.)</li> <li>- Develop an outline of the plan.</li> <li>- Develop a sustainable pathway to increase the success of Basic Skills students.</li> </ul>	
<b>Mission Statement</b> The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	<b>Vision Statement</b> Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.	<b>Institutional Values</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.