

# Crafton Hills College

## Basic Skills Committee Minutes

**Date: November 19<sup>th</sup>, 2014**  
**Next Meeting December 3, 2014**  
**Time: 12:00 noon –1:00 p.m.**  
**Location: BC 104**

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 Sternard  
 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)**

	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	12:05	
Approval of 11-5-14 Minutes		
Informational Item: Committee Membership	Luis Mondragon: new member Liz Langenfeld: committee withdrawal Consecutive absences	Discussed consecutive absences and agreed to take no action at this time
<b>Old Business</b>		
Request for clerical support/meeting minutes		Laura Oliver was present to take minutes and provide continuing clerical assistance.
Appoint primary contact for Basic Skills information from the state Chancellor's office	Mark Snowwhite is the appointed primary contact for Basic Skills information from the state Chancellor's office	Motion: (Holbrook, Townsend, MSC)

Current Budget Report (Mark Snowwhite, 5 minutes)	Snowwhite presented members a copy of the current budget report for review, explaining we have a balance in student tutoring and a shortfall in non-student aids. The budget reflects a shortage. Snowwhite explained it was due to an accounting problem when switching administrative personnel, and the 8% salary increases, both retroactive and current. The shortfall is being supplemented with grants. Holbrook asked a current budget report to be a standing item on the agenda.	Motion: A current budget report will be a standing item on the agenda  (Holbrook, Fry, MSC)
<b>New Business</b>		
Review of Brown Act / meeting structure (10 min)	<p><b>Brown Act:</b></p> <ul style="list-style-type: none"> <li>○ Can meet without chairs present</li> <li>○ Quorum needs to be determined (voting/non-voting)</li> <li>○ Meetings are open to the public and attendees are not required to identify themselves.</li> <li>○ Agendas are to be available 72 hours before meetings, usually on Friday before the next meeting</li> <li>○ No action or discussion on an item not on the agenda may occur (except for emergencies). The agenda should state action/non-action or discussion items.</li> <li>○ Guests may speak about items on the agenda</li> <li>○ Can have special meetings called if written notice is given 24 hours in advance.</li> </ul> <p><b>Meeting Structure:</b></p> <ul style="list-style-type: none"> <li>○ Committee members should have equal opportunity to express themselves</li> <li>○ Discussed time slot, limiting agenda, and modifying schedule.</li> </ul>	<p>Townsend recommended having reading materials available so members can be prepared before meetings.</p> <p>Motion: Establish a weekly meeting effective immediately.</p> <p>(Papas, Holbrook, MSC, Fry opposed)</p>
New room location	Wilson suggested meeting on the other end of campus to enable all members of the committee to participate. The committee considered OE115 and BC104 as possible locations.	Motion: Next meeting 12/3/14 to be held in BC104. (Papas, Holbrook, MCS)
Establish a definition of Basic Skills that does not conflict with the state definition. (10 min)	Townsend and Mondragon will present a basic skills definition and explanation of how tutors are hired at the next meeting.	
Statements from the public		
Announcements		
Adjourn	12:55	
Future Business		
<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.