

# Crafton Hills College

## Basic Skills Committee Minutes

Date: November 5<sup>th</sup>, 2014  
 Next Meeting November 19, 2014  
 Time: 12:00 noon –1:00 p.m.  
 Location: LRC 107

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\*

Liz Langenfeld

Patricia Menchaca\*

Evan Sternard\*

Sherri Wilson\*

Maureen Fry\*

### Non-voting Members:

Mark Snowwhite\*  
 Bryan Reece  
 Rejoice Chavira\*

### Guests:

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 the last BSI report dated October 10 2013 (**indicates 13-14 funds**)

A. Coordinate and integrate classroom instruction and academic support services to provide students a clear pathway to achieving success. (**\$70,000 allocation**)

B. Continue comprehensive assessment and evaluation that facilitates evidenced-based decision making in developmental education. (**\$10,000 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. (**\$10,000 allocation**)

Total allocation (**\$90,000**) for 13-14

Items	Recommendation/Discussion/Future Business	Action
Call Meeting To Order	12:09pm	
10-22-14 minutes 10-29-14 minutes	- Discussion to complete the plan to submit with an addendum. Agreed by the committee to forward report to Academic senate.	
<b>Old Business</b>		
Help with minutes	Clerical support for meetings, alternative options -Sherri asked about solutions to clerical issues.	-Tricia to follow up with Bryan regarding the clerical support offered.
Final comments regarding the October 14 report.	Report to Senate for Nov 5 senate meeting	
Report on current budget amounts	-Sherri requested a current budget report.	-Mark will follow up with Tina. There is a concern that not all transfers have been updated at this time. Mark will inquire about the frequency at which updated reports can be obtained.
Time line to write 14-15 chancellors report	-Discussion of time line to begin working on next years report - We should complete the report by May of 2015 to begin the approval process.	Motion: Complete the 14-15 BSI end-of-year report by May 2015. (Sternard, Fry, MSC)

Strategy for developing detailed action plan with dollar amounts	<ul style="list-style-type: none"> <li>-Discussion regarding committee organization: Brown Act and creating bylaws.</li> <li>-Defining Basic Skills according to regulations. To ensure that the institutional definition does not conflict with the state definition for financial aid purposes.</li> <li>-Develop a glossary of terms related to Basic Skills.</li> <li>-Develop and generate a single sheet policy and practice.</li> <li>-Conduct a review of all Basic Skills courses and services</li> <li>-Identify how this plan interfaces and links with all other related plans including financial plans.</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>	The Committee agreed to address the following.
<b>New Business</b>		
Highlights from the chancellors Basic Skills meeting	Need to appoint a primary contact person for all Basic Skills information from the State chancellor's office -campuses have a Basic Skills Coordinator position.	Motion: Recommend Mark Snowwhite be the primary contact for all Basic Skills. (Chavira, Holbrook, MSC)
Statements from the public		
Announcements		
Adjourn		
Future Business	Create a more detailed plan for BSI funds and efforts	
<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.