

# Crafton Hills College

## Basic Skills Committee Minutes

**Date: March 25, 2015**  
**Time: 12:00 noon –1:00 p.m.**  
**Location: LRC 107**  
**Next Meeting: April 1st, 2015**  
**Next Meeting Location:BC-106**

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  
 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)**

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

|                                                                            | Recommendation/Discussion/Future Business                                                                                                           | Action                                                                                                          |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Call Meeting To Order                                                      |                                                                                                                                                     |                                                                                                                 |
| Approval of 3/4/15 minutes                                                 | The minutes for March 4, 2015 were approved with a correction made to B. of the Long term goals, to state "\$60,000" instead of "\$60.000."         | Papas, Sternard (MSC)                                                                                           |
| Current Budget Report (Mark Snowwhite) 3 <sup>rd</sup> Wednesday of Month. |                                                                                                                                                     |                                                                                                                 |
| <b>Old Business</b>                                                        |                                                                                                                                                     |                                                                                                                 |
| Meeting location                                                           | Decisions for permanent meeting location will be made at the next meeting.                                                                          |                                                                                                                 |
| BSI coordinator resolution                                                 | The BSI Coordinator Resolution was discussed and edited by the committee. It was then approved and is ready to be forwarded to the Academic Senate. | Motion: Approve resolution and forward to the Academic Senate.<br>Holbrook, Sternard (MSC)<br>Wilson abstained. |
| <b>New Business</b>                                                        |                                                                                                                                                     |                                                                                                                 |

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| Content Experts                                                                                                                                                                               | Department/program selection                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                     |
|                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |
| <b>Ongoing Business</b>                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |
| Outline Student Success and Equity Plan                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |
| Identify how this plan interfaces and links with other related plans including financial plans.                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |
| Develop a glossary of terms, policy, and practice.                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |
| Statements from the public                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |
| Announcements                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                     |
| Adjourn                                                                                                                                                                                       | The meeting adjourned at 1:05                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Next meeting in BC-106 on April 1, 2015.                                                                                                            |
| 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> <li>-Summer Readiness Program</li> </ul> |                                                                                                                                                     |
| <b>Mission Statement</b><br>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><br>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><br>Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual. |