

# Crafton Hills College

## Basic Skills Committee Minutes

Date: February 3, 2016  
 Time: 12:00 noon –12:50 p.m.  
 Location: CYN 238  
 Next Meeting: February 17, 2016

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:

Brandi Bailes - P  
 Kashaunda Harris - P  
 Lynn Lowe - P  
 Patricia Menchaca -P  
 Dean Papas - A

Patricia Quach - P  
 Shohreh Rahbarnia - P  
 Scott Rippy - P  
 Soutsakhone Xayaphanthons - P

### Non-voting Members and Administrative Support:

Mark Snowwhite - P  
 Rejoice Chavira - P  
 Laura Oliver - P

**Guests:** There were no guests present.

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 2016 Allocation of funds

- A. Coordinate and integrate classroom instruction and academic support services to provide students a clear pathway to achieving success. **(\$60,000 allocation)**
  - B. Continue comprehensive assessment and evaluation that facilitates evidenced-based decision making in developmental education. **(\$25,000 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 15-16)**

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

	Recommendation/Discussion/Future Business	Action
Call Meeting To Order		The meeting was called to order at 12:07
Approval of minutes (11/18/15)		The 11/18/2015 minutes were approved as written. Bailes, Rahbarnia (MSC)
Current Budget Report (Mark Snowwhite) 3 <sup>rd</sup> Wednesday of Month.	Snowwhite passed out copies of the BSI Expenitures and presented the current budget.	
Basic Skills Coordinator position	Menchaca provided an update on the BSI Coordinator position. The position will need to go to Crafton Council again and more details will need to be negotiated.	
New Business		

Professional Development	<p>The committee discussed offering Reading Apprenticeship workshops with Basic Skills funds. Lowe explained that the workshops are designed for all disciplines to learn skills to help students better help themselves.</p> <p>The committee discussed the compensation for the trainer of the Reading Apprenticeship workshop and decided that further discussion will determine the amount.</p>	<p>Motion: Open ten spaces in the workshops to full-time faculty, if the space is not filled then open up to part-time faculty.</p> <p>Bailes, Rippy (MSC)</p> <p>Motion: The trainer of the Reading Apprenticeship workshop should be compensated for their time.</p> <p>Lowe, Rippy (MSD)</p>
Learning Communities	Discussion regarding the Reading Apprenticeship and learning communities took place. Faculty could attend the workshops without being required to teach classes in a learning community.	
Funding Request	Review of AC-9 and AC-10 will continue at the next meeting.	
<b>Long term project</b>		
Basic Skills Plan	The committee will discuss if the Basic Skills Plan should be reviewed, revised or rewritten at a future meeting.	
<b>Communications</b>		
Statements from the public		
Announcements	Rippy requested funding for NADE conference.	
Adjourn	The meeting adjourned at 12:50pm.	
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>- Discuss tutoring center funding</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> <li>- Identify how this plan interfaces and links with other related plans including financial plans.</li> <li>- Develop a glossary of terms, policy, and practice.</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.