

Crafton Hills College

Basic Skills Committee Minutes

Date: March 2, 2016
Time: 12:00 noon –12:50 p.m.
Location: CYN 238
Next Meeting: April 6, 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 - A
 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 - A
 Rejoice Chavira - A
 Laura Oliver - A

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 12:10
Approval of minutes (10/21/16), (2/3/16), (2/17/16)	The 2/17/16 minutes were not yet available.	The 2/3/2016 minutes were approved as written. Rahbarnia, Harris (MSC) The 10/21/16 minutes were approved as written. Bailes, Rahbarnia (MSC)
Current Budget Report (Mark Snowwhite) 3 rd Wednesday of Month.		
Basic Skills Coordinator position	No update. Menchaca will attend the next Crafton Council meeting on 3/8/2016 to get an update on the position.	
BSI website	No update. We are still waiting for the rollout of the new CMS in April.	

New Business		
Professional Development	Six instructors have expressed interest in participating. This leaves 4 spaces open. The committee discussed opening available seat to PT faculty, at this point.	An invitation email will be sent to all FT faculty. After 3 days of response time, an invitation email will be sent to all PT faculty, if necessary.
Funding Request	<p>The committee discussed several changes to the document. These include:</p> <ol style="list-style-type: none"> 1. Graying out the rubric box worth 1 point under itemized cost. This is meant to convey that itemized cost documentation is required for approval. 2. Adding the title of Itemized Funding Table above the itemized funding table to improve clarity of instructions. 3. Adding several examples of itemized cost to emphasize that individual items must be listed, rather than vague terms such as "Office Supplies". 4. Adding "Unit" to the cost column title. 5. Removing the Tax and S&H column as these should be budgeted in unit cost. 6. Fixing current layout issues, such as partially empty pages. 	<p>Menchaca will make the changes and bring the document to the next meeting for approval.</p> <p>A request to add a discussion of Mark Snowwhite to approve funding during times that the committee cannot meet to the next meeting agenda was made.</p> <p>A request to add Laurie Mann to the next meeting agenda was made.</p>
Long term project		
Tutoring (Patty Quach)	A discussion was held on the feasibility of funding a percentage of tutors through BSI, as it is known that some percentage of current tutoring is being allocated to Basic Skills students.	<p>Information on exact percentages and expenditure guidelines was requested.</p> <p>After confirmation from Manchaca that partial tutoring funding from the BSI budget is possible by BSI expenditure guidelines, Quach will gather the percentage of Basic Skills students that are receiving tutoring. This percentage will not include students receiving reading tutoring, as reading tutors are currently funded through BSI.</p> <p>This item will then be brought back for discussion.</p>
Basic Skills Plan	We were unable to reach this item before the meeting adjourned.	
Communications		
Statements from the public	None.	

Announcements	None.	
Adjourn	The meeting adjourned at 12:55pm.	
Future Business	<ul style="list-style-type: none"> - Develop and generate a single sheet policy and practice. - Conduct a review of all Basic Skills courses and services - Define what needs to be measured. - Discuss tutoring center funding - Define what needs to be evaluated. - Discussion with content experts and students (example: perspective of tutoring, DSPS, reading, etc.) - Develop an outline of the plan. - Develop a sustainable pathway to increase the success of Basic Skills students. - Summer Readiness Program - Identify how this plan interfaces and links with other related plans including financial plans. - Develop a glossary of terms, policy, and practice. 	
Mission Statement The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.	Vision Statement 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.	Institutional Values Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.