



## Basic Skills Committee

April 21, 2016

*Minutes Approved: September 15, 2016*

MEETING TYPE: ☒ Staff  
☐ Product/Project  
☐ Special

Starting Time: 2:00 p.m.  
Ending Time: 3:30 p.m.  
Place: H-306

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**CHAIRS:** Cindy Anfinson and Carol Lowther

**MEMBERS:** Cindy Anfinson, Debra Avila, Jennifer Backman, Glyn Bongolan, Open Position (ASG Representative), , Melinda Carrillo, Lee Chen, Kate DeConinck, Erin Feld, Kelly Falcone, Kevin Kearney, Carol Lowther, Dana O'Callaghan, Shayla Sivert, Rosalinda Tovar, Lori Waite, Benhui Zou

**Members**

**Absent:** Cindy Torgison, Nimoli Madan, Dan Sourbeer or Designee, Ruth Barnaba, Calvin One Deer Gavin, Suzanne Sebring, Barbara Blanchard

**RECORDER:** Rosalinda Tovar

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**A) Minutes**

1) Approve Minutes of March 17, 2016

Motion/Second/Move: Dana/Kevin

All approved

Abstentions: Kate DeConinck, Debra Avila, Lori Waite, Glyn Bongolan, Benhui Zou

New members

Glyn Bongolan/ Kate DeConinck

**B) Action**

1) Faculty Volunteer to SSEC

a. BSI Committee is still looking for a volunteer. Contact Cindy or Carol, if interested.

**C) Information Items**

1) Coding of Basic Skills Courses - Shayla

i) Eligible for Basic Skills funding

ii) Anything over 50 is not eligible for Basic Skills coding, except Math 56/60.

iii) ESL is still a bit confusing. We've received mixed messages over the years. We still treat it as "Basic Skills AND ESL," though, for funding purposes, we use a mixture of general funds and BSI funds, as a conservative approach to managing the BSI funds.

2) Proposed Funding Application/Evaluation Process – Cindy

a. The committee will continue to work on this in August: proposed process was discussed (See handout-"Basic Skills Initiative- Proposed Funding Application/Evaluation Process")

b. Feedback for proposal from committee members

- Erin: subcommittee membership with staffing challenges- equal representation?
- Basic skills representation as compared to dept. representation?
- Kelly: NCHEA members review the requests as they come in; then when the group meets they discuss as a committee- would this work for our group?
- If a Basic Skills Committee member submits a request, that person could recuse self from voting.
- Current make-up of BSI committee: 24 members, 5 reps in subcommittee, AND Co-Chairs as non-voting members unless needed to break a tie.

Motion on a subcommittee for Funding App: Erin/Lori, all in favor

Make up of subcommittee: 5 voting members, plus coordinators

### 3) Learning Communities and Village Mentoring - Carol

- Mtg. with Kathy Kailikole, Jay Wiestling (Mathematics Department Chair), Mireya Gutierrez-Aguero: role of LC STEM
- Kathy applying for STEM grant: Dept of Ed.
  - Setting up “STEM Academies” to prepare for pipeline/pathway to UCSD: COHORTS (Learning Communities) (e.g., Gen Chem/Math 60)
- LC set up in a way that classes complement each other
- Developing community and mentality for field they will be preparing for.
- LC: thoughts, insights...need to work on setting it up so it's more of a program, make major changes.
  - LC for FYE students
  - More year-long LC
  - Themed Learning Communities
  - Visit successful programs: De Anza.... How can we adapt what they are doing to work for us?
- Second-Year program? With service learning added?
- Expand LC so not just Basic Skills courses; expand to higher-level courses, so all students benefit.
- Link classes that complement each other rather than just ones with compatible schedules.
- There needs to be a shift in prioritizing learning communities; at Grossmont College, the institution supports it so it is a priority. Students will not be dropped even if the LC isn't full.
- Need more commitment, better marketing

### 4) Summer Bridge and FYE – Cindy

- Write-On: The cap was inadvertently left open; students not eligible were able to apply, ESL eligible students contacted to move. Everything is okay now.
- ESL: filling up slowly
- ESL ESC: growing faster
- Math Jam: duplicate apps, cleaning up lists: currently 147 (assumption -- 20% students will not show)
- SB 172 unique students

FYE: 110 applications/ 400 fill

Breakdown of high schools  
Mission Hills/Twin Oaks great numbers!

Funding: working to get more funding 16-17: FOUNDATION, asked for \$30,000 →  
SSEC approved funding requests: \$200,000 final info not yet revealed

New Coordinators!

- Gabe Sanchez – FYE Coordinator
- Lori Waite – Faculty Resource Coordinator

#### **D) Activity/Discussion**

- 1) Review/Revise Basic Skills Action Plan 2016: Goals and Activities
  - i) Currently have 6 LT goals, can have 5. (see handout “Basic Skills Program Long Term Goals”)
  - ii) Goal #1 has PD pieces (add instructional strategies for success for special populations)
  - iii) ADD PD for all areas? Need a better way to connect with PD coordinator
  - iv) Does Basic Skills want to provide training/funding for PD?
  - v) If PD is going to be a goal, how will it be written in? It is earmarked in Basic Skills funding but how do we use it?
  - vi) Do we want to save part of funding for items like PD?
  - vii) Keep PD as part of each goal, decide % for each item
  - viii) PD: travel, when people attend a conference they need to disseminate the information from those conferences. One “reporting out meeting” at a Basic Skills meeting?
  - ix) Almost done with BSI 301, 14-15, going into 15-16 allocation. We have time to spend the funds. Our 16-17 will be good for 2 years. If we get specific with how we want to spend the 16-17 funds, we can have it mapped out in advance.
  - x) Does Basic Skills want to support On Course training on campus in August: it’s all student success skills→active learning. What funding have we used in the past (Basic Skills, HSI...)?
    - (1) Offer it to all incoming faculty first, as their introduction to Palomar?
  - xi) Men of Color course touched upon some of the very important topics we want addressed in PD for instructional support for special populations
  - xii) ALL Conference impacted by OnCourse offerings prior
  - xiii) \*\*Bring this back in August: work into 5 goals
- 2) Review/Revise Rubric for Basic Skills Funding Form
  - i) Feedback from the group?
  - ii) Try it out and then see what happens.
  - iii) Add a maximum amt. for conference travel
- 3) Other
- 4) Adjourned at 3:20pm

**Next Meeting:** August 25, 2016 in H-306