



## Basic Skills Committee

May 18, 2017 Agenda

*Minutes: APPROVED 09/21/2017*

MEETING TYPE: ☒ Staff  
☐ Product/Project  
☐ Special

Starting Time: 2:30 p.m.  
Ending Time: 4:00 p.m.  
Place: H- 306

---

**CHAIRS:** Gabe Sanchez and Lori Waite

**MEMBERS:** Cindy Anfinson, Debra Avila, Jennifer Backman, Barbara Blanchard, Melinda Carrillo, Lee Chen, Erin Feld, Kelly Falcone, Gabe Sanchez, Rosalinda Tovar, Lori Waite, Benhui Zou

**RECORDER:** Rosalinda Tovar

**ABSENT:** Alan Aquallo, Ruth Barnaba, Kevin Kearney, Dana O'Callaghan, Calvin One Deer Gavin, Suzanne Sebring, Shayla Sivert, Jack Kahn or Designee, Brian Stockert

---

**A) Call to order** @ 2:42pm

**B) Approval of Minutes**

- 1) Approve Minutes of April 20, 2017
  - i) M/S: Erin Feld/ Cindy Anfinson
  - ii) Approved
  - iii) Abstentions: Debra, Barbara

**C) Action Items**

- 1) None

**D) Information Items**

- 1) Announcements- Any
  - i) Erin: Online Tutoring Highlights
    - (1) 168 total sessions/ 4405 total minutes
    - (2) Most sessions English (91 total) most time (2415 minutes)
    - (3) 40 unique students
  - ii) Melinda: Reading Dept. will come out to a class they will test, if you want to send individual students they will test them as well, appointments preferred but drop in will also be available
    - (1) Printed form with scores will be given to students
    - (2) This information will show up as "unknown placement"
  - iii) BSILI Collaborative
    - (1) Opportunity to participate Lake Arrowhead, Shayla asked if anyone is willing to go (June 11<sup>th</sup>- June 16<sup>th</sup>)
    - (2) Idea: College take a team, program development to work on throughout the year
    - (3) BSI Collaboration with Grossmont opens up the opportunity—talk to Shayla if interested

- iv) AB 2465- faculty rep or military workgroup
  - (1) Awarding College Credit for prior military experience
    - (a) Ben Mudgett (Articulation Officer) will have a sub-workgroup: making recommendations to Curriculum Committee on how to implement this (faculty)
    - (b) Notify Lori if interested- ideally ONE point person from BSI
- 2) Summer Bridge and FYE – Gabe
  - i) 126 enrolled in SB
    - (1) MJ: 74 enrolled, Write On: 31 enrolled, ESL 55: 5 enrolled, ESL 101: 7 enrolled, Escondido ESL: 9 enrolled
    - (2) ESL department expanded eligibility for ESL 55 and ESL 101, students who earned D/F will be allowed to retake courses, students can apply even if currently enrolled in these courses
  - ii) 1950 FYE applications to date (05/05 deadline)
    - (1) 1300 applied on time from Promise eligible schools, applications for FYE drop off after this deadline
    - (2) Waiting on Financial Aid eligibility to be determined/processed which could take up to 6 weeks. Potentially about 900 could have a FAFSA on file, about ½ will be BOGW eligible
    - (3) There are issue with blank high school information—looking to remedy this for next year.
    - (4) Closing FYE app after “Discover Palomar Weekend”
      - (a) Need to work with other depts. to provide adequate support for students
      - (b) Palomar Promise Plus—additional requirements (People Soft Reports...)
      - (c) Working with IS and Fiscal Service to create service indicator for Promise students, customize “Welcome” message
- 3) Learning Communities and Mentoring - Lori
  - i) Learning Communities set for Fall 2017
  - ii) Marketing flyer ready for printing, QR code added
  - iii) Spring 2018, departments start thinking about pairings—need timeline from Instruction Office
  - iv) Email blast from Lori helps: directly through dept. chairs
  - v) Mentoring: trying to connect with a learning community
- 4) TLC – Debra
  - i) SM: Skillshops
    - (1) 267 attendees total this semester
    - (2) Looking forward to increase these numbers, work with departments
    - (3) Need a campaign to launch “Skillshops”—marketing piece to help students understand “What is a Skillshop?”
      - (a) Brochure about ALL skillshops offered on campus, across departments
        - (i) Need to coordinate with depts. on campus (deadlines for printing, scheduling...)
  - ii) ESC: Skillshops
    - (1) Marketing with Skillshops has been awesome
      - (a) Mario and tutors: total of 153 students attended (significant increase from 2 years ago)
      - (b) Tutors busy with Tutoring.
      - (c) ESC will be closed after the end of the semester and will open one week prior to beginning of summer session
- 5) Adult Basic Education Block Grant (AEBG)- Barbara Blanchard
  - i) Pre-Apprenticeship Program Grant (non-credit programs) for \$400,000
    - (1) 4/5 year programs, students work full-time in the industry
    - (2) Students take 3-4 classes a year/ depending on program

- ii) 7 different All-Union programs
- iii) One program will be for Women Only!
- iv) State has goal to have 20% women in all of these programs
- v) 15 approved new non-credit courses, 20 more “in the works”
- vi) Program position changes: Transitions Coordinator
- vii) Events with many students attending, will be annual event
- viii) Data Collection: what information is truly necessary? There are concerns from faculty about the types of questions that are being asked.
- ix) Director position will hopefully be filled by next Fall

6) 3SP/SE/BSI Integrated Plan – Lori and Gabe

- i) December: Equity, Basic Skills, Non Credit SSSP, SSSP all integrated into ONE plan
- ii) Template is streamlined, ONE plan
- iii) Goal is to meet on August 31<sup>st</sup> to look at the proposed plan → call for a special meeting
- iv) Refer to timeline to allow time for the plan to go through the shared governance process
- v) Lori, Shayla and Gabe will work on it in July
- vi) Need clarification on BSI funding formulas- from Shayla

E) **Announcements**

- 1) Erin Feld will no longer be on committee
- 2) Jenn Backman will be on sabbatical
- 3) New members: Katy Farrell, Natalie Lopez, Jose Fernandez, PT English person
- 4) FYE End-of-Year Ceremony & Planetarium – think about how can we help campus departments showcase events and activities with our students?

F) **Adjournment @ 3:21pm**

**Next Meeting:** *Special meeting on August 31 to sunshine BSI portion of Integrated Plan, in H-306*