

## **BASIC SKILLS SUBCOMMITTEE**

Co-Chairs: Paulette Hopkins, Becky Stephens and Stefanie Johnson

**APPROVED 04/18/16**

### **Minutes of March 21, 2016**

**Present:** Paulette Hopkins, Gerald Ramsey, Becky Stephens, Stefanie Johnson, Xi Zhang, Reylyn Cabrera, Daphne Figueroa, Donnie Tran, Cheryl Vallejo, Ken Reinstein, Sheryl Gobble, Joan Thompson, Katinea Todd

**Absent:** Meredith McGill

**Guest:** Carmen Jay

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The regular bi-monthly meeting of the Basic Skills Subcommittee was held on Monday, March 21, 2016, in Miramar College Room N-206. The meeting was called to order at 1:17 p.m. by co-chair Becky Stephens, a quorum being present.

**Agenda/Minutes.** There were requests to add items to the meeting agenda, and it was moved by Sheryl Gobble, seconded by Daphne Figueroa, and unanimously carried to approve the amended agenda. Upon motion by Ken Reinstein, seconded by Sheryl Gobble, the amended minutes of the meeting on March 7, 2016, were unanimously approved.

**Basic Skills Budget Update.** Hopkins reported that because of PeopleSoft, we can only see expenditures through December 31<sup>st</sup> which amount to approximately \$82,000, with approximately \$92,000 left for the rest of the year. We'll do the rest of the year when PeopleSoft catches up.

**Project Leads Reports.** Project leads gave project updates and budget reports:

- English 42/49, by Stefanie Johnson
- English 43, by Johnson and Ken Reinstein
- English Center, by Gobble and Reinstein

- The PLACe, by Figueroa
- Math 38/46, by Becky Stephens
- Math Lab, by Donnie Tran.

District BSI Taskforce Reports. Reports on the monthly District BSI Taskforce meetings were given:

- Math, by Stephens
- ESOL, by Gobble
- English by Carmen Jay

BSSOT Grant Update. Johnson reported that the Basic Skills Student Outcomes Transformation Grant is nearly completed. This committee's co-chairs have done most of the work after obtaining input from others and incorporating the accumulated information into the BSSOT Grant Application. The application will be going to District on March 22<sup>nd</sup> and the application deadline is March 25<sup>th</sup>. The grant recipients are to be announced on April 1<sup>st</sup>. Stephens summarized the contents of the grant application, and the co-chairs reviewed and discussed it and the grant's requirements with the committee. Jay thanked the co-chairs for their outstanding work on the application.

2016-2017 Budget Discussion. Hopkins presented and discussed the BSI budget for next year and reviewed what this grant has been doing for the last three years. There were overages from 2014-16 (\$8,975) and 2015-16 (\$17,501) which will be carried over to 2016-17. This will require a paring down in 2016-17 and an adjustment of the budget in September 2016 and possibly in Spring 2017. This committee will forward the recommended budget to the college president and deans for publishing to the college.

BSI Coordinator Announcement. Hopkins reported that the BSI Coordinator Announcement will go out this week and there will be a two-week application period. It will be a one-year position with 0.40 FTEF reassigned time. The selection committee will include representatives from English and Math, a dean, and a counselor.

SDDICCA Report. Jay reported that there are weekly meetings at District regarding a potential Basic Skills Partnership program with the California State Universities. There are students who have been accepted by the CSU but who have been identified as needing remediation. There are discussions at the weekly meetings to determine how the community colleges can help those students. The discussions are preliminary and Jay will keep this committee informed. Hopkins added that the Vice Chancellor of Instruction must take the lead because it is a District proposal, but that we need to talk to deans and chairs about involvement with other colleges/universities and the possible impact on faculty classroom time.

Tutor Expo Reports. Figueroa and Reinstein reported that the Expo was well-attended and discussion was lively. The available Math, English Center and ESOL tutoring services were explained, as well as potential future services, and the information was received with interest and enthusiasm.

The committee agreed by consensus to cancel its regularly-scheduled April 4<sup>th</sup> meeting. The next meeting will be April 18<sup>th</sup>.

The meeting was adjourned at 2:25 p.m.

*Katinea A. Todd*