

APPROVED 09/19/16

BASIC SKILLS SUBCOMMITTEE

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

Minutes of August 15, 2016

Present: Paulette Hopkins, Becky Stephens, Stefanie Johnson, Reylyn Cabrera, Donnie Tran, Anne Gloag, Ken Reinstein, Denise Maduli-Williams, Katinea Todd

Absent: Gerald Ramsey, Xi Zhang, Meredith McGill, Joan Thompson

Guests: Carmen Jay, Nicole Michals

The first Fall 2016 meeting of the Basic Skills Subcommittee was held on Monday, August 15, 2016, in Miramar College Room N-206. The meeting was called to order at 1:22 p.m. by co-chair Becky Stephens, a quorum being present.

Agenda/Minutes. It was moved by Reylyn Cabrera, seconded by Ken Reinstein, and unanimously carried with no abstentions, to approve the agenda. Upon motion by Anne Gloag, seconded by Cabrera, the minutes of the meeting of May 2, 2016, were unanimously approved with no abstentions.

Basic Skills Budget Update. Stephens reported that the 2016-17 adopted budget was overspent by \$25,187, primarily due to unexpected January 1, 2016, increases in salaries and benefits, and \$196,862.93 was spent on 2015-16 activities. Paulette Hopkins advised that the faculty co-chairs' release time will be paid from the BSSOT Grant rather than from the BSI Grant so that no money has to be taken from campus projects. She said that it is difficult to track expenditures in PeopleSoft, and the deans and committee co-chairs are to keep an eye on this. She wants to be sure we are managing this smaller grant because there are bigger grants coming. Stephens has developed a Basic Skills Initiative Monthly Budget Form to help with tracking expenses, which she will make available to the committee members. Committee members are to turn in their forms at the first meeting of each month.

Committee Goals and Membership for 2016-17. The committee reviewed its committee page in the Miramar College Governance Handbook and determined that the committee is missing representatives from faculty, counseling, and students. The committee co-chairs will follow up and contact those constituencies. Goals will focus on professional development, and one or two detailed reports on professional development will be given at the second committee meeting of each month. The tentative schedule will be:

09/19/16 Math 38/46 and English 42/48

10/17/16 English Center and Math Lab

11/07/16 The PLACe

New Basic Skills Grant Information. Hopkins said that the BSSOT Grant funds are already accounted for and are not officially part of this committee, but anyone who wants to be involved with that grant should talk to the committee co-chairs. Carmen Jay attended a recent meeting about the Basic Skills Partnership Grant from which we will receive \$70,000 each year for two years and which will involve our instructors teaching English and Math at the CSUs. The meeting consisted mostly of discussion about basic practices and BSI instruction. Cuyamaca College will take the lead for next steps for this grant.

It was moved by Ken Reinstein, seconded by Anne Gloag, and unanimously carried, with no abstentions, to adjourn the meeting at 2:22 p.m.

Katinea A. Todd