



Basic Skills Committee Meeting Minutes

Tuesday, Oct. 26, 2021
3:00-4:00 p.m.

Type of Meeting: *Regular*
Please Review/Bring: *Agenda will be distributed prior to meeting*

Committee Members:

See Attendance Sheet

Riley Dwyer, R&L Dean, Heidi Williams, Morenike Adebayo-Ige, Jane Bowers, Wendy Rider, Tiffany Castillejo, Iana Deplazes, James Dorn, Crystal Ellis, Vanessa Escobar, Diane Flores-Kagan, Tino Garcia, Michelle Hernandez, Rashall Hightower-Stickel, D. Scott Jenison, Vejea Jennings, Tyrone Mettler, Tamira Palmetto, Wade Saari, LaDonna Trimble, Dr. Erin Vines, Jill Zimmerman

Items	Person	Action
I. Welcome/Announcements	<i>W. Rider J. Bowers</i>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> ● This is the second meeting of the Fall 2021 Semester. ● In Dean Dwyer's absence, BSC Co-Chairs Jane Bowers and Wendy Rider led today's meeting and served as moderators.
II. Early Alert System	<i>All</i>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> ● The Early Alert System is in need of a change and BSC has been working on this need. ● Will create the Early Support System, a program designed to reach out to students in need of additional academic support. ● Plan is to use a system already in place (Advocate system). ● In <i>Advocate</i>, Faculty can submit a report requesting academic intervention for students.

		<ul style="list-style-type: none">o Faculty can select from Academic, emotional, physical, othero It is possible to create additional drop down options.o Once these are input into the system, they can be assigned which faculty member or supervising staff needs to take action.o It would be beneficial to use the Advocate system because it is something we already use and is familiar.o H. William/L. Trimble: Would we need all instructors of students to get an alert when a student is struggling in one course? It would not be feasible because it could create prejudice of the student among other instructors.o M. Hernandez/ V. Escobar: Add options of students to join/refer to peer mentor. Also add an option to see your counselor/change ed-plan.● E. Vines: Major drawback of using the Advocate system is if there will be a high volume of submissions, which could be difficult to manage. It is possible a submission could be overlooked. <p><u>Follow-up:</u></p> <ul style="list-style-type: none">● C. Valiotis: Recommend we bring this idea to the attention of all other faculty and administrators at Deans and Chairs meeting, and Faculty meeting.
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		<ul style="list-style-type: none"> ● W. Rider: We need to choose language that is best for faculty. ● E. Vines: Should still look at the <i>Symplicity System</i>. Possible need to demo <i>Symplicity System</i>. ● Suggestion made to possibly demo at Equity meeting on 11/9, or before the next BSC meeting on 11/23. ● Important for the committee to know all options before making a decision. ● T. Garcia: Suggested changing the language in one of the options in the system. “Low-literacy skills” should be more specific to reflect reading and writing in college English/Standard.
<p>III. BSC Web Page</p>	<p><i>J. Bowers</i> <i>W. Rider</i></p>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> ● The Basic Skills Webpage is very outdated. ● Please contact Wendy or Jane about links, changes, and/or ideas to edit the webpage. <p><u>Follow-Up:</u></p> <ul style="list-style-type: none"> ● Next committee meeting bring Docs that can be used and added to update the Basic Skills website.