

Basic Skills Committee Meeting Minutes

Meeting Date:
Tuesday, September 24, 2019
Time – 3:00pm – 4:00pm
UH 119

Type of Meeting: *Regular*

Note Taker: Angelica Alvarez

Attachments:

Committee Members:

Riley Dwyer, Dean Heidi Williams, BSC Chair Morenike Adebayo-Ige Jane Bowers Tiffany Castillejo Svetlana Deplazes Crystal Ellis Diane Flores-Kagan	Tino Garcia Michelle Hernandez Rashall Hightower-Stickel Dorn James D. Scott Jenison Vejea Jennings Tyrone Mettler Kathryn Mitchell	Tamira Palmetto Wade Saari May Sanicolas LaDonna Trimble Leslie Uhazy Dr. Erin Vines Jill Zimmerman
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Items	Person	Action / Talking Points
I. Greetings	Heidi Williams	Issues Discussed: Welcome!
II. AB 705	Wade Saari Scott Jenison LaDonna Trimble Riley Dwyer Scott Jenison	Issues Discussed: Talking Points ESL Guided Self placement: Some Schools/colleges will create placement model by July 2020. There's a MMAP AB 705 Event Schedule for Fall 2019. Please refer to copy attached. May have purview into a copy of San Mateo College's 6-semester track sample. Heidi, Scott, & Wade to get together after Board of Gov. Nov. 2019 meeting. Take level 4 to look at certificate. Start at L18, 4 levels = 2 yr. Ed Plan. No-CR/CR Level 5 classes don't fill. Can we have a 3 rd yr. of 100A cr. towards 101? We have so many No-CR courses and full time faculty. Why are students staying in the different areas? What is the missions? AB-705 measures cannot be evaded by avoiding ESL CR Courses. Certificates are keeping the ESL student here. Meeting with institutional research may provide further insight.
III. Home-grown Early Alert	Heidi Williams Questions: (Tamira Palmetto, LaDonna Trimble, Diane Flores-Kagan, Morenike Adebayo-Ige) Replies: Crystal Ellis Rick Shaw –	Issues Discussed: <u>What we want from Early Alert: see list below.</u> (In response to questions about system, function, potential, communication multi-level interface, and compatibility to B.I.T. System) See list below. A discussion is needed towards a single project. The system can do what we want. Determine the goal and what problem is being solved.

	Heidi Williams	As suggested by Crystal Ellis, a meeting is to take that includes parties with stakes in developing, process, and implementation of this system/data base.
Next meeting:	October 22, 2019	

Heidi Williams:

What we want from early Alert?

Class roster – easily submit requests

Instructor sends students to area

See if student responds

Counselors, LC, OSD, Equity Mental Health, Food insecure, student Life, (housing, etc.), Veterans, Fin Aid, Previous incarceration, FYE

Canvas Connections, email student + (professor, counselor

Staffing – people to direct alerts.

Questions, statements, and answers, related to Alert system:

How is BITT different that the Alert system?

Can we default to canvas as a shell? & Use system to advocate, discuss, & administer.

Can a field be added to Banner for faculty to see their roster?

Will instructors only see their own students?

Use self-serve Banner to figure out a way for counselors' access.

What would be the capacity for feedback?

Can a submission be assigned to anyone?

Meeting needed including Crystal Ellis, Equity, Business Services, Network, etc.

Sample of BIT form-system currently appears to already have qualities of the Alert system in discussion.

BIT Care is an Early Alert – for academics.

Diane Flores-Kagan has received Alert for twelve students under B.I.T. Once it is on the systems, student receives a notice.

Only 2 responded of the twelve. Participation is voluntary. Only the discipline aspect of B.I.T. is not voluntary.

Can students be contacted via text?

Student phone numbers turnover is high. Phone numbers' in our system are likely outdate. The best way to contact students is via email.

Other colleges have a case manager that receives all the submission forms and takes care of the distribution.