

# Basic Skills Committee Meeting Minutes

Tuesday, April 23, 2019  
HS 113  
Time – 3:00pm – 4:00pm

**Type of Meeting:** *Regular*

**Note Taker:** Angelica Alvarez

**Attachments:**

**Committee Members:**

Riley Dwyer, Dean  
Susan Lowry, Co-chair  
Heidi Williams, Co-chair  
Snizhana Bowers  
Diane Flores-Kagan  
Tiffany Castillejo  
Tyrone Mettler  
Wade Saari  
May Sanicolas  
LaDonna Trimble

Tamira Palmetto  
Morenike Adebayo-Ige  
Svetlana Deplazes  
D. Scott Jenison  
Vejea Jennings  
Leslie Uhazy  
Mary Rose Toll  
Rashall Hightower-Stickel  
Jill Zimmerman  
Tino Garcia  
Kathryn Mitchell

Erin Vines

|  | Person                              | Action  |
|--|-------------------------------------|---|
| I. R & L Division,<br>Learning Center Tutor<br>Specialists - Intro                         | <i>Susan Lowery</i>                 | All present, introductions. Starting with new staff members: Jasmine Garcia & Maria Groth   |
| II. Early Alert<br>Continued Discussion  | <i>Susan Lowry/Heidi Williams</i>   | <ol style="list-style-type: none"> <li>1. Conclusion – Early Alert, Probably not</li> <li>2. We are still in need of a system to alert students</li> <li>3. Susan to contact Michael Wilmes to look into Home Grown System, (issues)</li> </ol> General recollection, system traffic issues, communication limitations, system may have been purged.  |
| III. Basic skills grant<br>proposal discussion   | <i>Susan Lowry/Heidi Williams</i>   | Proposals: Projects of impact, for instance, a plan for ESL on a transfer path. Suggested, program-changing pitches; such as the way instruction is delivered in a classroom/department. Workshops refreshers for upper level mathematics.  |
| IV. A. AB 705<br>Chancellor's Office<br>District Adoption<br>Plan<br><br>B. ENGL placement | <i>LaDonna Trimble &amp; others</i> | Please refer to hand outs:<br>AB 705 placement methodology due July 1, 2019.<br>Assistance needed from committee to align with AB-705 plan to properly place current students & applicants. Areas to consider include how will students grades transfer to new system, determine college level and non-college level students. Educational history, years since last attendance. Additionally, there's effort to use same language across the board to comply with regulations, no changes just keeping up. Consider transfer and non-transfer students and majors. Identify placement or completion-of requisites. Goals include 1. Correctly identify form, 2. Language on the form, 3. Non AB-705 student form |

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|  |   | version. In conclusion, identify student with & without assessments, using metrics; queries-history, etc. to identify those student that do not need to be contacted.  |
|  | <i>Comments</i>                             | ITS added math to the application process. Dr. Uhazy pointed out that CTE is not identified on placement sheet. Rational is that counselors are given global subject areas.  |
|  | <i>Heid Williams</i>                        | Suggested that workshops emails need to go to LC to place on LC website.   |
|  | <i>Diane Flores-Kagan &amp; Susan Lowry</i> | Diane through previous contact with Chancellors office receives information related to AB-705 different components, it is not always clear who handles or would benefit from the such. Susan Lowery suggested that AB-705 information may be forwarded to respective Dean, Dean Dwyer. |
|  | <i>Susan Lowry</i>                          | Suggested at least one of the Learning Center Tutor Specialists, Maria, Rachel, Jasmine, or Michele should attend committee meeting.   |

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