



Basic Skills Committee Meeting Minutes

Date: October 18, 2016
HS 113
3:00 – 4:30 p.m.

Type of Meeting: *Regular*
Note Taker: *Suzanne Olson*

Attendees:
Dr. Susan Lowry
Heidi Williams
Mary Rose Toll
Diane Flores-Kagan
Audrey Moore
Tamira Palmetto Despain
Scott Jenison
Ty Mettler
Dr. Bonnie Suderman
Riley Dwyer
Snizhana “Jane” Bowers
Vejae Jennings
Dr. Jill Zimmerman
Michelle Hernandez
Rashall Hightower-Stickel
LaDonna Trimble
Dr. Les Uhazy
Dr. Erin Vines

Not in attendance:
Svetlana Deplazes
Jamie Jones
Wade Sarri

Items	Person	Action
I. Approval of Previous Minutes.	Dr. Lowry	There was no motion to approve the minutes of the previous meeting.
II. Committee Reporting	Dr. Lowry	<p><u>Issues Discussed:</u></p> <p>A. SSSP: Disbursal of funds (travel) \$6,000 – Ms. Bowers and 3 others are going to NADE in March 2017. \$10,00 – Ms. Lubic left this as a fund for future use.</p> <p>B. SE: Ms. Hightower-Stickel reported increasing funding.</p> <p>C. FYE: Ms. Hernandez reported they have not had a meeting. There is a campus wide FYE meeting at 9:00 am. AVID Lunch and Learn, 12:30 on Thursday, in SSV 151. They are supporting the “Hunting Ground” showing. Peer mentor meeting with students. There are 10:00 am and 6:00 pm performances of “Meaningful”.</p> <p>Ms. Trimble noted they need more faculty on Enrollment Management and Student Success Committees.</p>



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		<p><u>Follow up items:</u> Discuss disbursal of travel funds.</p>
III. SPC Strategic Goals	Ms. Trimble	This item is tabled until the next meeting.
IV. Pre-English Assessment Workshops	Ms. Flores-Kagan	<p>Ms. Flores-Kagan distributed information from listserve to attendees, which included information from colleagues at Santa Barbara Community College on pre-assessment. Ms. Bowers noted the Bootcamp is similar to the 4-week Summer Bridge program, which shows an increase of assessment scores. Additional suggestions included: pairing it with the FYE program and aligning it with Ms. Trimble; making it a requirement before submitting an application; and, using it as a refresher before the assessment. Ms. Trimble noted that currently, students can take a second assessment.</p> <p>Discussion followed on students being made aware of how important the assessment is. Ms. Hernandez reported that students are being informed at the high school level, in online orientation, Student Success Kickoff, and that Outreach educates counselors at the high schools.</p>
V. Overlap/Crosswalk Worksheet	Dr. Lowry	<p>Dr. Lowry reported she is getting a better understanding of grant funded activities and is tasked with creating coherency with in-class tutoring. A lot is being done on campus, in different ways, and grants seem to be filling the holes. Discussion followed on how success is measured (improvement in grades); funding tutoring; success rates in classes, such as Math 001; increasing enrollment; measure by cohort (FYE), although not all students are in a cohort; tracking students as they go through events. If money is combined, what restrictions would be placed on spending? There was also a brief discussion about incoming refugees, being aware of them and what their issues are. Committee members are asked to bring ideas and information, about the bridge and tutor programs, to the next two meetings.</p> <p>Dr. Lowry completed the Overlap/Crosswalk Worksheet with input from attendees.</p>
VI. Wrap-up and looking to next meeting	Dr. Lowry	<p>The Chancellor's office is still working on a common assessment. There is no Compass. There will be Accuplacer.</p> <p>Ms. Hernandez and Ms. Hightower-Stickel should attend the next meeting to talk about Summer Bridge.</p>



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		<p>Ms. Flores-Kagan will forward article to committee members and place it on a future meeting agenda.</p> <p>Members should think of a process for giving out grants next year, and trying to track where the money went. Ms. Dwyer has a new accounting method for this.</p>
Punchlist for future meetings		<ol style="list-style-type: none">1. Discuss disbursement of travel funds.2. Revise committee information sheet.3. SPS – Strategic Goals – Ms. Trimble.4. Pre-English Assessment Workshops – Consider spending money on this. Bring data/detail to next or following meeting.
NEXT MEETING DATE: November 1, 2016 3:00 – 4:30 pm, HS 113		