



ANTELOPE VALLEY COLLEGE

Basic Skills Committee Meeting Minutes

Date: October 4, 2016
FS 102
3:00 – 4:30 p.m.

Type of Meeting: *Regular*
Please Review/Bring: *Handouts distributed at the meeting*
Note Taker: *Renée Nicovich*

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| <u>Attendees:</u> | <u>Not in attendance:</u> |
| Erin Vines | Bonnie Suderman |
| LaDonna Trimble | Jamie Jones |
| Jill Zimmerman | Svetlana Deplazes |
| Les Uhazy | Tamira Palmetto-Despain |
| Riley Dwyer | |
| Susan Lowry | |
| Heidi Williams | |
| Wade Saari | |
| Diane Flores-Kagan | |
| Audrey Moore | |
| D. Scott Jenison | |
| Mary Rose Toll | |
| Snizhana “Jane” Bowers | |
| Vejea Jennings | |
| Ty Mettler | |
| Michelle Hernandez | |
| Rashall Hightower-Stickel | |

Items	Person	Action
1. Grant Process and Budget (20 minutes)	<i>Susan Lowry</i>	<p>Issues Discussed: Discussed handout—BSI Disbursal of Funds that was prepared last year for the 2016-2017 Academic Year. The areas with funding will be asked in January and June to account for what they are doing with the money. Mary Rose asked why SLAs are included since they are not tutors. Jill suggested the possibility of an alternate plan for these to be funded out of Title 5. Diane said that in class tutors can only work an hour, but if this was released it could be expanded.</p> <p>Follow up Items: Susan will check on the SLAs, and find out about the Professional Development and Basic Skills Forum funds, and what the “two projects” are on the BSI Disbursal of Funds sheet under travel.</p>
2. 2017-18 BSI Changes	<i>Heidi Williams</i>	Issues Discussed:



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<p>(20 minutes)</p>		<p>Heidi introduced a PowerPoint presentation on 2017-2018 BSI Updates by saying that we are being asked by the Chancellor's Office to do things more collaboratively. Updates to BSI in 2017-2018 include effort to scale proven/effective strategies and incentive high-impact practices. BSI will transition to Student Success for Basic Skills (SSBS) Program for 2017-18. Program funding will be \$50 million (up from \$20 million in 2016-17). There is a new allocation model for 2017-18. Now would be a good time to start a data baseline. Discussion about multiple measure placement and common assessment. Dr. Vines suggested taking a look at schools that are already doing the high impact practices listed in the PowerPoint presentation. Committee members received a handout to fill out that will help identify overlaps and areas where we are integrated. It was noted that the more integrated we are the better, and that we can use this tool to work together more effectively.</p> <p>Follow up items: All committee members will fill out the Integrated Planning Worksheet and bring it to the next meeting. The Power Point and Integrated Planning Worksheet will be sent to committee members as email attachments. LaDonna will send a copy of the SPC Strategic goals. Goal 4 is to advance students through basic skills or to transfer.</p>
<p>3. Membership (10 minutes)</p>	<p><i>Susan Lowry</i></p>	<p>Issues Discussed: Susan passed out a list of committee members and asked for discussion about what the makeup of the committee should be. Diane brought up the possibility of adding CCC Committee and Academic Senate Committee. Susan said that has been discussed in the past and it is being brought up now because there is a new Dean and new Department Chairs, a new Senate President, and a new charge from the state. Discussion that the Senate would be mostly faculty, which might not serve the committee purposes. Vejea suggested that the VPs and Deans might only need to come once a month. Jill suggested we vary the attendees depending on the agenda, there could be subgroups or a committee with two modes.</p>



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		<p>The terms of membership were discussed. Susan asked if the committee thought Rashall and Michelle should be added to the committee. Need a student representative and someone from transfer.</p> <p>Action Taken: It was decided that the terms of membership be staggered and Rashall and Michelle's attendance would be agenda driven.</p> <p>Follow up items: Michelle will get the Committee Information Sheet (CIS) from Crystal. Susan and/or Heidi will ask for a quick report from SSP, Student Equity and FYE at future meetings.</p>
4. Meeting frequency (10 minutes)	<i>Heidi Williams</i>	<p>Issues Discussed: Went over the 2015-16 meeting schedule and discussed the schedule for this year.</p> <p>Follow up items: Susan and Rashall will work on a plan to alternate Basic Skills Committee meetings and Student Equity meetings.</p>
5. Other	<i>Diane Flores-Kagan</i>	<p>Issues Discussed: Diane would like to discuss a communication from the BSI list server.</p> <p>Follow up items: Diane will be on the agenda for the next meeting to present the communication about colleges that do pre-English assessment workshops for students.</p>
6. Next meeting (10 minutes)	<i>Susan Lowry</i>	<p>October 18, Room TBD</p> <p>The focus of this meeting will be to work on Integrated Planning. Bring completed worksheets.</p>

Next Meeting: October 18, 2016