

meeting notes

Members Present Co-chair James Carranza

Sylvia Aguirre

Ron Andrade

Bill Callahan

Lloyd Davis (note-taker)

Kathy Diamond

Jamie Marron

Harry Nishaniam

Krystal Romero

Brandon Smith

Ruth Turner

Jeremy Wallace

James reviewed the **2013-2014 BSI Goals and Action Plan** he submitted in October. Goal A is for students served by BSI programs to perform at the college average. To that end, this year BSI provides support for SI for math and to the Learning Center for peer mentoring and Pathway to College. Goal B is for increased faculty participation in professional enrichment and for on how to serve such students. To that end, efforts BSI supports include Reading Apprenticeship (RA), the Community College Teaching and Learning Program (CCTLP) and the work of the professional enrichment co-coordinators. Next semester we will think about initiatives for 2014-15.

The **agenda** for today's meeting and the **Oct. 28 meeting summary** were approved without changes.

PROJECT PROPOSALS

ESL/San Mateo Adult School Outreach Sue Hwang An submitted a proposal to recruit ESL students from San Mateo Adult School. An ESL faculty member and a CSM financial aid representative make day and evening presentations to higher level students at the adult school. A month later, interested students get a tour of CSM, watch a class being taught, and have lunch in the cafeteria. Adult school students transfer into basic skills ESL courses. Amy Sobel, who has been doing this, will be on leave in spring 2014, and adjunct Sue Hwang An is applying for support to do it in Amy's place in spring 2014 only

For assessment, a survey is given to prospective students after the presentation. The proposal funds nine hours of activity, including three hours for the students' visit to CSM. Sue's proposal included her personal transportation from Menlo Park. Consensus was to take that out and increase the total number of prep hours to four. The committee approved the proposal.

Reading Apprenticeship (RA) (James) BSI gave RA \$10K last semester. The new proposal extends through summer 2014, including summer training sessions, with \$10K for spring 2014. The goal is to increase RA leadership. Kathy Diamond and Theresa Martin are trained to do workshops and provide RA training. Jen Mendoza and Charlene Frontiera are trained but have other responsibilities. RA wants leaders in more disciplines, and train the trainer people from Language Arts, Social Science, and CTE. It is developing a network with 3csn, which has given us \$20K in scholarships. 3csn wants us to participate in a statewide community of practice, including continuing to attend and present at in-house and 3csn workshops. Our workshops are well attended, with 50% new people and 50% returning. Attendees can work on their practice together. Our FIGs are now called Focused Inquiring Groups rather than Faculty Inquiry Groups, since instructional aides are now part of the project. We provide them meeting times and an appreciation luncheon with an RA student panel and RA exercises. We want these every semester, with seminars, FIGs, 3csn workshops, leadership training, and professional enrichment. BSI funding will continue through summer 2014.

The RA budget covers flex day workshop material and the appreciation luncheon, plus 15 honoraria for FIG. We want to support up to 20 more in FIG. RA is asking support for ten 3csn online workshop registrations @ \$530, and for two faculty members @ \$3500 for the leadership workshop, extending into a year-long community of practice with outreach and assignments. \$5000 for workshop prep time for up to five people brings the budget proposal to \$21,400.

The assessment of RA for BSI shows that most BSI goals for RA have been achieved: participation increased by about 50%, RA was introduced to about 25 class sections, serving about 750 students. It takes at least four semesters of data to see how course completion rates are impacted. Getting good at RA typically takes three semesters, except for reading instructors, and lots of editing of lectures and lab exercises are needed to infuse RA into a course. Workshops should include exercises for people to learn new strategies or re-experience ones they might have not yet tried. Keep trying new things to shift attitudes as people gain experience and training.

Kathy and Theresa applied individually for short-term Professional Development funds and were approved for \$7K, which required dipping into 13-14 funds. A third faculty applicant was told no because too much had been spent already, and no additional 13-14 short-term Professional Development funds will go to RA for Train the Trainer.

RA has doubled or tripled original expectations. Money has been allocated for stipends for up to 20 new participants. Another goal is to have two trainers in each division. Facilitators of FIGs would like compensation for the data collection and record keeping needed to make FIGs work as they get larger.

The allocation for flex prep has been cut from \$4000 to \$2000. Different activities are being developed to keep the experience new for returnees, and new people require introductory exercises. Lots of RA is interdisciplinary, so we don't need to train people from every department. It is good to have different people running different parts of the workshop. Last time Kathy, Theresa, and Jen were the leaders. Fall flex had 20 new RA participants, 15 of whom became new FIG members. People are eligible for an honorarium for FIG participation only the first semester they participate.

Krystal said RA has done a great job getting resources, and suggested it build institutional momentum by getting the college to take on something, even if only the summer RA academy. Theresa is on the IPBC calendar in January to present her proposal, which would start in the fall. James suggested trying to include \$7K for the summer in the proposal.

BSI contributed \$50K to math SI, which will be off our plate if the college institutionalizes it. If RA can't get college funding for summer and fall of 2014 it might get funds through BSI, or through regular 2014-15 professional development funds. There are lots of uncertainties, which is why we need to get RA institutionalized and do it through SoTL.

Some money set aside for SoTL's Community College Teaching and Learning Program (CCTLTP) might be available for online workshops. CCTLTP pays for travel, but applicants go to Professional Development for registration fees. Perhaps we can use summer rather than fall professional development. If RA can't get IPBC or professional development funding, maybe it can be funded through us.

13 people have taken the RA online workshop. 3csn paid for the eight who signed up for fall 13, and might provide more scholarships for new people. For the five who signed up in 2012-13, funding sources included 3csn, 2013-14 professional development, and BSI. James wants to see professional development and other support institutionalized through SoTL, leaving about \$14,400 to BSI.

The proposal was approved with a recommendation that the summer 2014 academy go through SoTL. Theresa will try to incorporate registration into the plan.

FACULTY CO-CHAIR Henry will continue as administrative co-chair. We will need a faculty co-chair to replace James, whose last BSI meeting is today. Ruth suggested Kathy Diamond. Kathy pointed out that she doesn't teach basic skills courses, has other commitments, and Harry now represents Math/Science. She does have pre-transfer level students. James observed one doesn't have to teach basic skills to be an advocate for basic skills students. For example, Theresa works in a transfer discipline but is sensitive to basic skills students' needs,

COORDINATOR Krystal suggested getting an adjunct to serve as coordinator, so the faculty co-chair can focus on setting agendas and running meetings. She also hopes to see student leadership developed through BSI committee service. James suggested we send out a job description for a three unit BSI coordinator and use an interview selection process. Duties would include basic planning, keeping track of updates, our website, reporting to the state, and, with Henry, budgeting. The coordinator could work with people who bring in proposals, leaving the co-chairs more time to represent us on IPBC.

BSI would pay the coordinator for three units at the special rate (possibly using timesheets) plus about 15-17% for benefits since the pay doesn't come from the district. Krystal called it a great opportunity to learn about planning and statewide activities and connect to campus and learn how things work. James will talk to Henry, and we could send out the announcement early in spring.

MISSION STATEMENT AND COMMITTEE PLAN (James) As an IPBC committee, we need a mission statement and plan, which we will work on next semester. Our work plan will just reflect what we are already doing. It does not need to be huge and extensive, but it does need action steps.

The updated BSI **website**, www.collegeofsanmateo.edu/bsi shows how BSI can be more involved in college planning, with an overview, mission statement, projects and plans, and various links. On the Resources page the [Key Documents](#) link includes the DIAG annual report, First Year Experience, and *Basic Skills Completion 2013*, the second iteration of the poppy copy (state BSI Project Director Barbara Illowsky says don't refer to it that way) which has successful practices and programs at many colleges. Our proposal form and RFP are available. Events, projects and plans are listed. The coordinator would keep all this up to date.

PROJECT CHANGE Katie Bliss provided an update. She is working with Krystal on timelines. Candidates from Gateway School are being narrowed down to those who would benefit most from the program. Katie is in contact with Juvenile Hall about workshops. The *Advocate* will have an article in February about the program and the BSI initiative, and the collaboration with Each One Reach One. Everything is on track to be accomplished according to the outline from our previous meeting. Katie will update the BSI website and talk to ASGC about mentoring and how to get involved.

Students selected will start with Pathway to College, then attend CSM in the fall. Katie is working with Each One Reach One on setting up sessions to train faculty mentors. What should be focused on for this population? She will meet Dec. 14 with Each One Reach One and Gateway. The mixer to allow people to meet in person will have to be rescheduled, perhaps for early in the spring.

Math SI textbooks are now on reserve in the library and at EOPS.

Jamie asked about more **support for grant writing**, especially for those with little experience with grants. James echoed Krystal's observation that Sue's proposal as a good example. It is clean and simple, addresses institutional priorities and, at \$500, is small.

James reported **IPBC is coming up with its own RFP** to make it easier for people to bring good ideas forward. In the past ideas have come through a committee like BSI, which vets them and advocates for them. Having IPBC do this has drawbacks. One proposal is to have a new Dean of Academic Support handle it, as well as distance education and learning communities. The RFP and examples of proposals could be on the SoTL website, and there could be workshops on the process.

SPRING MEETING DATES Consensus was to continue meeting fourth Mondays, 2:30-4:30 but usually out by 4:00. Dates are 1/27, 2/24, 3/24, 4/28.