CSM BASIC SKILLS INITIATIVE COMMITTEE **October 27, 2014 3:15-4:45 pm 18-207**

Meeting Notes October 27

Members Present:

Kristi Ridgway, faculty chair	Vinh Nguyen	Krystal Romero
Jamie Marron	Ryan Wall	Jon Kitamura
Linton Bowie (Lin)	Henry Villareal	Winnie Wu (Chiao-Hui Wu)
Jennifer Taylor-Mendoza	Juanita Alunan	
Theresa Martin	Sylvia Aguirre-Alberto	
Ron Andrade	Ruth Turner	

SUMMARY

- **Kristi reviewed the highlights of the state BSI Report submitted earlier in the month.**
- **Jennifer gave a budget update and the committee agreed to put more money towards EOPs trips, the RFP, a campus speaker and students leadership activities.**
- **Kristi, Theresa and Jennifer explained the new travel funding available, which is a total of $55,000 from three different funds, one of them BSI. The criteria, including caps and international travel, were also discussed.**
- **At the next meeting, the BSI Committee will discuss changing its name. Members should e-mail suggestions to Kristi before the next meeting to brainstorm possibilities. Many agreed that "basic skills" should remain a part of the name.**

CALL TO ORDER

Kristi Ridgway called the meeting to order at 3:20 PM, and reviewed the agenda. The agenda was approved with no additions. The minutes from the last meeting were reviewed. A correction of names needed to be made on the minutes. The minutes were approved.

1. BSI Report: Follow-up discussion - Kristi

BSI REPORT UPDATE (Kristi)

Kristi sent out the basic skills report to the committee for review and comment. She highlighted the following parts of the report, updating the information that was provided to the committee last month when the report was in draft form:

Narrative Questions

How is the College progressing about institutionalizing your basic skills funded programs and projects? Kristi showed examples of what the committee has been doing, including moving

some projects started in previous years to institutionalization such as Pathway to College and SMART programs. The biggest obstacle is lack of resources.

How are you scaling up successful projects and programs? The approach was to discuss a history of a three-year cycle. Once funded by BSI for two years, a program or project that shows successful data then goes to the IPC.

How does your basic skills fund support the goals of SSSP plans and Student Equity plans? Kristi explained how BSI Committee members provide input to the SSSP plan and Student Equity Plan to ensure BSI students and BSI projects and programs are properly represented. BSI Committee members also gain knowledge of Study Equity and Student Services to help inform BSI's work by reading the other two reports and providing feedback. The writing of the three reports have prompted further collaboration and discussion between these groups, especially since some BSI members sit on the committees for the SSSP and Student Equity Plans.

Kristi made the suggestion to the committee that BSI look at the two plans, make a note for future meetings to discuss further integration with the plans. The BSI committee needs to give suggestions or comments on the two plans by the end of this week. The teams are reporting to the Board next week. Krystal has prepared suggestions and will send those to the group. We have a tight deadline this year, but BSI can continue to look at the reports and suggest changes for the future.

Kristi will send the BSI Report out again to the committee. She will also send out the latest draft of the Student Equity report once it is made available so that BSI Committee members can provide feedback on the BSI portion of the report if they have not already.

Jennifer made a comment that when Measure G ends there will be programs that will have to be reevaluated for funding. There was a discussion about Measure G and Fund 1 funds. A program has not been officially institutionalized unless it is being funded by IPC through Fund 1. The college has a history of continuing to support successful programs in some way. There is $35,000 for HOM, RA, NFI. Henry said we can check the IPC minutes for more information on this discussion.

Theresa talked about the new CAE (Center for Academic Excellence). Please let her know if you are interested in opportunities to work with the Center.

Data Analysis

The next part of the BSI Report was an analysis of the data retrieved from the **Basic Skills Cohort Progress Tracking Tool.** Kristi reported on data from the cohort tracker and provided context for the findings using CSM's institutional data. The data for ESL has been flawed at some campuses. We will be looking more closely at the accuracy of CSM data pulled into the BS Cohort Tracker to prepare for next year's report.

Though particular course sections targeted specifically by BSI programs show improvements, entire cohorts in the tracker show little change from the findings last year (that the greatest areas of need involve younger students, African American, Hispanic and Pacific Islander groups, and courses more than 1 level below transfer). The data supports what we already know. If you

look at groups demographically, there is a larger number of low income students in basic skills areas, particularly ESL.

Long Term Goals. Long term goals are broken out into two areas: student success initiatives and professional development. The goals will need to be updated in future years. Krystal brought up at DIAG that BSI funds are not fully addressing basic skills students. Now that we have institutional funding for some programs, she suggested focusing BSI efforts more narrowly to target true "basic skills" students. Henry pointed out that these are small numbers of students.

Kristi found that the formal definition for basic skills (from the state) is "pre-collegiate," and therefore fairly broad. If we need to be more precise, we can decide as a committee which pre-collegiate students our BSI Committee is going to prioritize over others.

Basic Skills Allocation Expenditure Plan

Kristi briefly reviewed the 5 project areas she named in the report. For 2014-15, BSI has a total of $81,000. A lot of BSI funding is tied up in continuing programs. There is about $12,000-15,000 left in the BSI budget for developing new programs (available for the RFP), which Jennifer will report on in more detail next.

There was some confusion about the distinction between SI for Math vs. Math 811. SI, which includes several Math sections, has been institutionalized (BSI is no longer funding this); however, Math 811 is a current BSI project, not part of SI, though they do share some similar interventions with Math SI sections. For more information see the BSI Report.

BUDGET UPDATE (Jennifer and Kristi)

Jennifer briefed the committee on the budget. There are three allocations of funding, each tied to a different year: 2012-13, 2013-14 and 2014-15. Jennifer explained the budget allocations in each. The areas highlighted on her handout are where the committee needs to discuss allocations. The committee does not need to make all the decisions at this meeting.

Project Change will get a partial reimbursement because the District is funding the program. Student conferences are important opportunity for students. The RFP allocation is now $12,500.

Krystal asked about Math 811, a current BSI program. When is the college going to pick it up? There are larger conversations in the college about this program. Krystal suggested we push Math 811 be funded by SSSP funds since they will have the resources to fund the program next year. Henry said that it is critical that the data show success.

Henry directed a question to Ruth and Krystal about the student EOPS trip down south. In the past BSI fully funded the trip, sponsored by EOPS. The committee decided to increase the amount from $2,500 to $5,000.

The highlighted areas were discussed further. Krystal brought up the idea of using funds to acquire a major speaker on basic skills. Since we have some funds available this year, we may want to try this approach and evaluate how it works next year. Jennifer said we should make sure it is well attended. Vincent Tinto came before and could be the model program for our next speaker.

Henry asked about cultural competency. He suggested having a speaker to talk about this topic to staff. He thought this might be a better topic for the diverse population we have. Baltimore has a program that they are taking around the country. Jennifer noted that the $15,000 that is no longer needed for SI leaders could go toward a speaker and follow-up activities to help faculty work with diverse student populations in basic skills.

The basic skills population attend recruited for leadership training and attendance at conferences. The proposal would be for Spring 2015 after some of the students have made it through the fall. Jennifer would like to see more representatives on ASCSM from BSI students. International students have become part of BSI as well.

Jennifer advised the group to keep thinking about these ideas. We will revisit next meeting and make some more specific decisions about these budget items. Henry stated that you can shift 12-13 to 13-14. The group confirmed using the $5,000 no longer needed for Project Change to increase EOPS to $5,000 and the RFP amount to $15,000, and using the $15,500 toward a speaker and/or cultural competence training.

PROJECTS UPDATE (Various Presenters)

Jennifer and Kristi are coordinating with Theresa to create one application and one process for faculty to apply for professional development funding, though there are three pots of money that could be tapped so that both registration fees and travel funds can be paid. For professional development travel, the professional development committee has set aside $20,000 (not confirmed yet), AFT is offering $20,000 and BSI has set aside $15,000. Different from the other two funds, BSI funds must be directly tied to helping Basic Skills students.

Potentially there is a total of $55,000 travel allotment this year among all the programs. It is hoped that the pot will take care of all of the applications for Spring 2015. There are some restrictions on travel funds. Right now there is no cap on the amount of travel funds provided to those going greater than 50 miles, but there is only one reimbursement per year for out-of-state travel with the exception of program coordinators, who may be approved for more than one trip. Reimbursement is for transportation and does not include meals and parking/tolls. We might adopt the Skyline rubric that reduces compensation after multiple trips. There are also caps on international travel.

The application will include a conference advance form due at least one month in advance. There will be an end of the year deadline of May 15. Kristi, Theresa and Jennifer are working together to develop one common application form. The form will be similar to the faculty for the short-term application form with some checked boxes to indicate if a trip is related to basic skills.

The system is a little bit cumbersome now but they are trying to improve this. Theresa is meeting with AFT. Krystal asked about who the proposal will go to? The draft will go to the heads of the groups funding the proposal: AFT, AS, and BSI. Krystal made a comment that underprepared should be changed to BSI students and programs. Theresa made the change. Krystal commented on the fact that BSI should not fund international travel because there is no need. For now, there will be no international travel for BSI-funded projects.

For now, Jennifer's office will manage/track the applications. CCTLP is no longer just for tenure-track faculty; it has been opened up to tenured faculty and adjuncts as well. There are no funds restricted to just tenure track.

Jamie asked about webinars. This would fall under registration fees, and would not involve use of travel funds.

There were different views on regarding caps vs. no caps. Henry felt the caps are appropriate. The funds are limited so caps allow more funds to distribute to more people. Theresa pointed out that many faculty members would not apply and would not be able to go on professional development opportunities if their travel is not covered and that very few adjuncts can travel with restrictions currently in place. She would like to try a "no caps" policy and see how it goes with the potential to amend the criteria if needed. Jamie commented that she appreciates the efforts the groups are taking to coordinate this work. She has found that there are several faculty members who know the ropes and use funds to go to conferences repeatedly, while others make a mistake in the process, get frustrated or denied, and give up.

The group felt more discussion was needed regarding a monetary figure vs. number of trips cap but that Theresa and Kristi should move forward to pilot the parameters as is for Spring 2015 and revisit the discussion for future semesters.

BSI COMMITTEE NAME (Kristi)

Jennifer mentioned last time that some committees have renamed themselves to something other than just "Basic Skills." Canada calls their committee the Academic Committee for Equity Success or ACES. Skyline College calls their committee the College Success Initiative or CSI. Should we come up with a new name? Kristi requested ideas via email. We will throw up the names on the board next meeting and discuss. Sylvia said we should distinguish ourselves from SSSP and Student Equity. Krystal suggested keeping Basic Skills in the name since there is name recognition with this term on campus and it has taken a long time to achieve this recognition.

ANNOUNCEMENTS

Timeline Updates:

- Website is updated and it will be updated before the accreditation visit.
- Institutional Plan is going to IPC in January and it will be a major agenda item in November.
- RFP getting out the same time.

BSI Coordinator Job Description is in draft form. If there is something that should be part of the BSI Coordinator's job, let Kristi know.

Future Agenda Items:

- Institutional Plan development (focus of Nov. meeting)
- Acceleration projects and programs
- Ideas regarding Technology and BSI