CSM BASIC SKILLS INITIATIVE COMMITTEE   **September 22, 2014 3:15-4:45 pm 10-220**

Meeting Notes

Members Present:

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

SUMMARY

- Jennifer gave a budget update. The funds are reduced this year and priorities will have to be set on funded programs.
- Kristi Ridgway is the new BSI Coordinator
- The RFP process is in progress and will be presented at the next meeting.
- The BSI Report is due and Kristi presented progress toward completion.
- Theresa Martin presented the ACCEL program. A forum will be held at CSM on October 13.

CALL TO ORDER

Jennifer Taylor-Mendoza called the meeting to order at 3:15 PM, and reviewed the agenda. Kristi asked to put CCTLP under Item 6 of the agenda. Kathy Diamond was also removed from the membership list. Jennifer opened the meeting and thanked everyone for coming. One of the agenda items is to look at future meeting dates and times.

The following changes in the summary notes were noted. Page 2, IPBC needs to be replaced with IPC. The name Jen needs to be corrected to Jenn. The name Tami Hong needs to be corrected to Tami Hom (in two places). The agenda and the May 19 summary notes were approved with the changes noted.

BSI COORDINATOR UPDATE (Jennifer)

Marisa Pienaar resigned as BSI coordinator. She has taken a full-time position at a non-profit school and the BSI Committee will miss her. Kristi Ridgway replaces her. Jennifer read Kristi's bio to the committee. Kristi stated she is happy to be involved in a leadership position as she has wanted to be more involved in the work of BSI. She has been working behind the scenes for a while. She informed the members that her door is open and interested in making a greater contribution to the work.

BUDGET UPDATE (Jennifer)

Jennifer will have a budget to give us next time. The basic budget is $81,000 and the budget is supporting many initiatives. In years past the BSI has had more money, but we do not have as much this year. The current programs supported by BSI are:

CCPLT	EOPS (transportation)
Project Change	Student Conferences
Math 811	RA
UMOJA	Basic Skills Coordinator
ESL Project	

Although a detailed budget will be submitted next meeting, Jennifer wanted to spend the time on answering questions. There is $900 allocated for the Student Success Reader. She is proposing $10,000-$20,000 for RFPs. Funds are more constrained this year because several programs are continuing from last year.

Theresa mentioned that the BSI Professional Development Coordinator position that was funded last year has been eliminated. There is now a single Professional development Coordinator for both basic skills and transfer levels, which is Theresa.

Jamie asked about funds left over from last year. The money from last two years has already been accounted for. In the past BSI had money from CCTLP and why there was carryover for this year.

Theresa asked about funds for speakers. There has never been a line item for this but funds have been allocated through the supported initiatives. Jennifer stated there are some programs for students to have travel money. Krystal opened a discussion about what programs should be considered basic skills, what programs should not and that our priority should be on basic skills, especially if funds this year are limited. Some programs (UMOJA, EOPS, Puente) are not strictly basic skills and some are culturally focused. There were emails from James Carranza about English 848, Math 810 and 811 with a recommendation that the college allocate a budget for those programs. The precedent is to fund basic skills programs, so Kristi will follow up to find out the official designation of what constitutes a basic skills course.

Jennifer brought up the issue that Measure G and some programs are still on soft money. Krystal stated we should push for some programs to have their own budgets separate from BSI. Student Equity Plans should be examined and we can submit in writing how some programs address equity plans.

Kristi proposed that we have a discussion a discussion of priorities. Next meeting will have a detailed report on the programs currently supported by BSI.

RFP UPDATE (Jennifer)

Marisa was updating and editing the RFP process, and Kristi will finalize this soon. Kristi shared the timeline for deadlines and projects this year. The RFP form will be presented at the next meeting.

There was a discussion about the process for approving applications coming to the CCPLT. There are three pots of money in campus for funding conferences/workshops, but CCPLT cannot be used for tenure track. Teresa is working on a budget and a plan for CCPLT.

The question was asked: What has the process been for approving for professional conferences and what is the process? Henry stated we used to have funds in the past, but we do not have the same level of funds. It is now necessary to have to have a more formal process for approving requests. BSI must also set a deadline so proposals could be reviewed as a group. Theresa stated that new hires are being informed this week of options for professional development and that summer is popular time for attendance by new hires. Kristi proposed that she and Jennifer review pending applications until BSI comes up with a process. The members agreed.

Krystal proposed looking at the budget next time, so we know what we have. Teresa also discussed having some caps, so the funds are distributed equitably. Jamie said it needs to be clear. Applicants need to know what the process is. We don't want people getting turned down and discouraged.

Jennifer, Theresa and Kristi will meet soon and draft something that considers the three funding sources and how each can cover different areas for professional development so there are no obvious gaps, perhaps streamlining the process with a single application for all three funds.

BSI REPORT UPDATE (Kristi)

Kristi is working with Jennifer, James, and Henry. The narrative response required in the report is only 2 pages. Kristi has written up this part. Kristi framed several questions for the group in the context of drafting the narrative. The approach of BSI funding has been the start-up of new programs and administrative support with successful programs becoming institutionalized. The narrative Questions #1 & 2 speak to how we have created programs from start-up projects and institutionalized them, such as the Learning Center Director position. Question #3: How does BSI support SSSP plans and Student Equity Plans? We can show how the goals overlap and integrate with these plans and the Education Master Plan and Institutional Priorities. We can show how we are communicating and collaborating. Marsha Ramazane is taking the lead on SSSP, Jennifer Hughes on Student Equity (the new deadline: Jan. 1).

Henry stated that the state has $100 million for SSSP (called the old matriculation plan; "Old Matric") and about $70 million for Student Equity. There is a committee looking at these sources. Krystal and Jennifer are members. Professional development funds are related to the part of the plan that helps students make the markers that are specified in the SSSP.

Out of this discussion, Kristi said the BSI Committee will need to decide: What is our philosophy for BSI moving forward since we are moving from start-up to the maintenance of several current projects? Also, how should we approach IPC with new programs and how do we decide on priorities?

The data section of the BSI Report, using a cohort tracking tool and institutional data, will show similarities to what James did this last year as the data is not greatly different. Kristi is is still working on this part of the report, but so far, the numbers will show persistence is fairly stable in all disciplines.

The next part of the report is a series of spending grids on how the money has been allocated and spent.

The Goals page identifies: Part A related to student success projects, and Part B focused on faculty and staff to support for Part A. Projects are broken down for 2014-15 with measurable outcomes, both qualitatively and quantitatively. For us, this involves tracking participation, success and persistence.

Kristi asked: If you have any "golden nuggets" to include, let her know. The report is due October 10, but will be circulated for signatures prior to this. Kristi will send out a copy to the committee once complete.

The group acknowledged that this is an impressive start so far.

ADDED AGENDA ITEM: WEB SITE UPDATE (Jennifer)

Jennifer wanted to provide a quick update. Kristi has updated the web site. The group was asked to tour around and provide comments. Overall, the web site is in shape and will continue to be updated by Kristi on an ongoing basis.

INSTITUTIONAL PLAN UPDATE (Jennifer)

Marisa and Jennifer started to develop a plan with goals and objectives. Kristi will continue to work on it with Jenn and forward it to IPC by December.

ACCEL FORUM (Theresa)

Theresa presented the ACCEL web site. It is a program developed by San Mateo County. The purpose is to provide transitions from adult school to community college. CSM has been going to the meetings. The members are trying to align curriculum. On October 13, there will be an ACCEL forum here at CSM. Jennifer is on the steering committee for the program. ACCEL relates to AB 86 in San Mateo County. All districts received money to develop the partnerships with Adult Education in communities. San Mateo did not receive the grant, but we will be ready for the next grant opportunity. Gregory Anderson, VPI at Canada College, is working on the program. Theresa invited BSI Committee members to the forum. Please contact her so that she can submit names for attendance.

ADDITIONAL ITEMS FOR CONSIDERATION

In the context of ACCEL, Krystal stated that BSI used to bring speakers in. BSI requested people to come, and were able to bring really great speakers in. Krystal was disappointed in the data in the Student Equity Report and thought that maybe it was not accurate. Our duty is to look at the basic skills data. We could as a group and take on the research ourselves. She suggested BSI to go to John Stewart or Monique. Looking just at the surface may not show the truth of the success that is being accomplished. The committee needs to "drill down" and look at more data to add to the equity report. We should establish a partnership with DIAG and set one of our goals to use basic skills data. Kristi stated the timing is perfect for this. After the report goes out, then we can look at what needs to be done here. This should be part of our conversation post-report.

NEXT MEETING DATES AND TIMES

The members had a discussion about possible meeting dates and times and decided to keep Mondays at 3:15 PM for this semester.