

Meeting Notes

Members Present:

Kristi Ridgway, faculty chair	Theresa Martin	Annie Theodos
Linton Bowie (Lin)	Juanita Alunan	Danni Redding Lapuz
Ron Andrade	Sylvia Aguirre-Alberto	Vinh Nguyen
Krystal Romero	Autumn Newman	Jennifer Taylor-Mendoza

SUMMARY

- A new Committee member was approved.
- Kristi gave an update on past and current projects. Next: develop goals for the upcoming year.
- 3 units of PD funding for BSI was (formally) approved for the Professional Development coordinator.
- Jennifer provided a preview of the budget report coming at the next meeting.
- Coordinated calendars and co-sponsorship of campus events with other AS and institutional committees was discussed.
- Format for some future BSI Meetings will be “working” or problem-solving meetings, not simply meetings for updates and to discuss things in general.

CALL TO ORDER

Kristi Ridgway called the meeting to order at 2:20 PM, and reviewed the agenda. The agenda was approved with no changes. The minutes from the last formal meeting on April 27, 2015, were reviewed and without major corrections.

The notes from the Acceleration Follow-up Meeting were reviewed and approved informally. This meeting was not a formal committee meeting.

1. BSI COMMITTEE REPRESENTATION –(Kristi)

Since this was the first meeting of the new academic year, the committee members introduced themselves and mentioned a highlight of the summer.

Danni Redding Lapuz is a new BSI Committee member. There is no student representative yet, but Fauzi will notify Kristi soon with one. A student SI student representative leader is also needed. Kristi reached out to all the Divisions, but there are no proposed new members representing Divisions that are not currently represented. The Committee was asked to identify anyone and encourage them to participate. Autumn offered to inquire of her students for a potential student representative.

Danni discussed her desire to be on the Committee. She works with ESL faculty as part of her role. The Committee seems innovative and she wants to be part of it. She is also interested in acceleration and

has worked with math acceleration and remediation. Her nomination presented by Theresa, Autumn seconded. The Committee approved.

2. PROJECTS AND BUDGET UPDATE (Kristi/Jennifer)

Kristi provided highlights of the projects we have continuing from the previous year and will update the website before the next meeting to reflect this.

The California Acceleration Project English Team. There is a spot open for a team member, and the current English team is recruiting for this. The current members are working on professional development by attending the Community of Practice sessions. The team may submit an RFP if they need funding for curriculum development.

ESL Assist Project-Kristi is working on the project. Emily Kurland from ESL will help out. Now that data has been collected to help target interventions, projects will commence. Peer mentoring for ESL is the first project. Peer Mentoring is also moving forward with San Mateo Adult School, so there may be some collaboration here.

Travel Funds-The BSI Committee needs to determine the allocation this year and in what form. We anticipate that we will try to continue the partnership between AFT, BSI, and CAE. A conversation needs to happen this year about how that is going to work and a BSI budget for this needs to be decided at the next meeting.

Reading Apprenticeship- RA has become focused most recently on a STEM-related Project due to receipt of a Helmsly Grant. There are events coming to campus. There is a FIG in STEM this year. Lauren Gorden took a "train the trainer" course in RA. The next logical step is to provide a source of funding for her to mentor/train faculty to help scale up this project.

SMART (Peer Mentoring) Project-BSI funds ended as of last year. The program has shifted into the Division Budget.

Kristi reminded the committee that the partnership renewed last year with other Committees on campus, including Center for Academic Excellence, DIAG/Student Equity, will continue this year with co-sponsored events.

Once funding is determined at the next meeting, Kristi will update and send out the new RFP to faculty and staff.

A new potential project needing support is Math 190: PreStatistics, an experimental, degree applicable course for non-STEM majors. It is a form of acceleration that puts students into Math 200. It is the first time we have the course at CSM. The degree students really need to have statistics. The Math 100-110 courses prepare students for calculus and are targeted for STEM majors. Students will see this as attractive, but may not be prepared to take a 6 unit math class. Vinh will discuss with his department. Kristi has reached out, but has not been able to have a substantive conversation yet with Jay, who is teaching the course. An SI might be appropriate for this course and could potentially be provided with BSI funding. Kristi asked if Krystal and Vihn would help her reach out from BSI to see what assistance the committee could provide.

3. ACTION: BSI FUNDING OF PROFESSIONAL DEVELOPMENT (3 Units) – (Kristi/Jennifer)

The budget update will be provided at the next meeting. The funds spent on some programs for FY13-14 were spent by the deadline. There are changes at the funding office, quarterly reports, and other reporting protocols are changing. There are two funding sources this year: FY 14-15, and FY 15-16. We have \$51,000 remaining in FY 14-15. The budget presented next meeting will show what was not spent. The 3 units for Professional Development funding can come out of FY 13-14 and FY 15-16. There is \$90,000 allocated for FY 15-16. No new RFPs came in last year. The Professional Development category allocation was used.

Last year, the majority of travel requests were taken out of the CAE account/allocation because of the nature of the requests. CAE funds are relatively new and the rollover and renewability of this funding has been unclear. Theresa reported that CAE received no new money for this year and that CAE used \$15,000 of the \$20,000 travel fund allocation. We can roll over some of this, so CAE has about \$50,000 for 2015-16 funds. Kristi asked if the BSI Committee wanted to continue to provide travel funding support. The general consensus was to keep providing travel. For BSI, we have two years to spend state funds before any surplus is reclaimed. The committee agreed that it is important to continue funding travel because this expanded PD funding has not been available long enough for faculty to really take advantage of it. Only PD specific to Basic Skills will receive BSI funding; other applicants will pull from the CAE and AFT funds.

3 units of BSI PD coordination for the Professional Development Coordinator (Theresa) was approved via vote by email in May. Kristi asked again for a vote on this at this meeting to get this on record. The motion to expend BSI 2015-16 funds on 3 units of reassigned time for BSI PD for the PD Coordinator was proposed, seconded and approved. This year, CAE will put together an institutional plan. Henry suggested a joint proposal with BSI and CAE for the institutional plan. The Committee agreed it was time to institutionalize the CAE. The Administration is asking for a full-time professional development coordinator for the three colleges.

4. CALENDAR OF EVENTS/COORDINATING WITH DIAG, CAE, AND ASGC– (Kristi)

Kristi distributed a packet with a tentative Plan of upcoming events for DIAG, BSI and PD and explained that there would be regular opportunities for BSI to support these future events, either with funding or otherwise. The BSI Committee could also collaborate on other events. In follow-up to the committee's request to support Acceleration efforts, Theresa has helped Kristi obtain a commitment from the CA Acceleration Project to give their Northern California Workshop here at CSM in November. Last year BSI Committee members also expressed interest in bringing Andrade back for a more conversational PD opportunity for faculty and staff. Theresa commented that the outlined calendar of collaborative events was a great start. There will be an afternoon workshop on September 18. In May the Reading Apprenticeship Group will come and have two all-day workshops. CAE is also implementing the Habits of Mind, Mindset 4.0 initiative 3CSN working on a program for that initiative. Threshold concepts is new idea for a Community of Practice. Reading Apprenticeship, Acceleration, and Habits of Mind are the other three. Threshold concepts are complicated ideas for students to understand and synthesize. The ideas is that If students don't understand this threshold concept, this fundamental

knowledge of the subject, they are unable to move forward and build on this for further knowledge. The idea is to identify these threshold concepts and teach them in a way so students can easily move forward in the subject. This concept is a perfect fit for STEM but can work in other fields. LK Sengupta and Theresa are on the committee. The Committee needs more representation.

There is a major event on September 18 for Hispanic Heritage Month. Delores Huerta is coming to CSM and is an amazing speaker. It will also be the kick off of the respect and awareness campaign. There was a question about needing funding before these dates. Kristi said the committee will decide on funding commitments at its next meeting when the overall budget is determined.

5. FOCUS OF MONTHLY BSI MEETINGS FOR FALL SEMESTER– (Kristi)

Kristi asked what areas the BSI Committee wanted to focus their energy and support this year since, at the next meeting, the committee needs to establish specific goals for 2015-16 and determine budget allocations. Krystal provided some perspective on the BSI Committee's work. It was a different era when we first started BSI. DIAG has more funding now. PD has funding. Flex Days are looking better. There is real progress on some of the things that the Committee started. Krystal suggested we now focus on support for teachers. FIGs were very effective when crossed disciplines. Juanita agreed that we should focus on the classroom. Juanita also mentioned needing funds for student speakers. Tying funds for enriching student experiences would be something to consider.

Regarding upcoming committee meetings, Kristi wants to focus on organizational issues in August and September, and have later meetings be "working" or problem-solving meetings devoted to specific issues. For instance, in October the BSI Meeting could be devoted to CTE Basic Skills student issues – helping CTE students in reading and English, for instance. November might target acceleration and coincide with the CAP conference, bringing both English (and math) into an on-campus discussion.

The wish list developed after the NEP workshop at the end of the year was intended to roll into the BSI Committee work for this year. The committee supports sending teams to more applicable NEP workshops, such as the one in August about Coaching for Equity. Coaching for Equity was about how you are going to coach with lots of tools and now we need a group to work on learning this. It was suggested that the group that went to the August Coaching for Equity workshop get together, share ideas, and come up with a plan for next steps for helping achieve equity across campus and coaching other faculty and staff in equitable practices, particularly (the NEP workshops are expensive). BSI should also get more faculty to the next NEP coaching event (see website). Autumn suggested we advertise the Coaching workshop now for the next summer session so that faculty can plan accordingly. Krystal, who has been to a few of these events, said that looking at your own bias can be very helpful. Leading for Equity workshops are in Jan-March timeframe.

ANNOUNCEMENTS

1. Timeline Update
 - RFP - needs updating and sending out once budget is set; also, should review and approve a rubric for potential projects, using the CAE Draft rubric as starting point
 - BSI Chancellor's Report on Projects and Expenditures-Draft next Meeting
 - Northern California CAP Conference at CSM: November
 - Return of Andrade for Faculty & Staff Workshop? available for Jan Mar flex day
2. BSI Library-ordered new books, stocking the CAE bookshelves
3. Upcoming Professional Development Opportunities-see the CSM Calendar, external events on PD web page
4. Future agenda items
 - Changing the Name of the Committee/Branding/Marketing
 - Institutional Plan Action Plan
 - ACCEL projects
 - CTE: Student Need for Financial Literacy
 - Ideas regarding Technology and BSI-XLOnline?