

Members Present:

Kristi Ridgway, faculty chair
Linton Bowie (Lin)
Jennifer Taylor-Mendoza

Theresa Martin
Ron Andrade
Vinh Nguyen

Henry Villareal
Jenine Elkady
Sylvia Aguirre-Alberto

SUMMARY

- Jennifer and Kristi gave a budget update.
- A rubric for evaluating projects was discussed.
- Several members of Business and Technology presented basic skills needs of their students.
- Theresa gave a Reading Apprenticeship presentation.

CALL TO ORDER

Kristi called the meeting to order at 2:20 PM, and reviewed the agenda. There was a quorum present and the minutes were approved.

PROJECTS AND BUDGET UPDATE (Kristi/Jennifer)

Jennifer presented a summary sheet of the BSI budget expenditures for the past three years. The committee approved the allocation of 2015-16 funds during the previous meeting, but more discussion needs to be dedicated to how to use the \$12,000 for best practices and another \$8,400 not yet designated from the current year's fund. For 2014-15, Jennifer explained that of the received \$90,000, approximately \$53,000 remains. The Committee approved allocation of the following for the rollover funds from 2014-15:

- \$5,000: EOPS
- \$15,000: RFPs
- Fund Student leadership and/or conferences in some way

Jennifer suggested considering allocating funds toward some of the categories like student assessment and research as money has not been spent in these areas lately. At the next meeting, Kristi will bring forward recommendations for categorical spending of the remaining 2014-15 so that the committee can take action.

Henry pointed out that the funding of EOPS should become institutionalized after this year or shift to other program funds.

RUBRIC FOR ASSESSING PROJECTS (Kristi/Theresa)

Kristi explained the proposed rubric, adapted from a CAE draft by Theresa, for evaluating project proposals. There was a discussion and some minor changes were made to the proposed rubric, including

that ratings should be all 2's or higher for approval. As the guests from Business & Technology had arrived, the committee agreed to review the updated version of the rubric and approve it/finalize last revisions via e-mail.

DISCUSSION FORUM ON BUSINESS AND TECHNOLOGY NEEDS (faculty present: Rosemary Nurre, Anne Figone, Melissa Green, Becky Boosalis-Oler, Robert Shoffner, Mike Brunicardi)

Faculty from the Business & Technology Division had been invited to the meeting to share their students needs with the Committee so that Committee members could explain potential resources and project ideas for helping meet these needs. Faculty spoke in small groups with committee members and then shared as a large group. The following issues in Business & Technology were addressed:

- Students need assistance following recommended preparation recommendations
- Students need assistance overcoming obstacles, finding resources
- Students could be successful with a growth mindset
- Students need help developing study skills
- Students need help with reading skills
- Students come in and need resources for dealing with external pressures

Habits of Mind was introduced and faculty were interested in this initiative and any potential tool kit that the BSI Committee would consider helping create for content area instructors so that they would have brief lessons or approaches that they could integrate easily into their courses.

Silvia mentioned Counseling 121, which is not required but exposes students to the important student skills. The priority should be registration and the education plan. Counselors may be able to come into classes. SI can be funded. Kristi referenced the RFP and let faculty know that getting funding for projects is possible. Robert suggested creating some videos that highlight student services so that faculty could make them available to students.

Daniel Keller from the Writing Center (sitting in for Juanita) discussed English recommended prep levels. There are drop- in hours in the Writing Center: M-Th,12-2.

There was a discussion about the large number of international students in the program. The ability to write is a huge issue. Kristi will follow up on this issue with Danni. Kristi explained that there is a weekly workshop that helps students with grammar and editing that is available to any non-native speaking students on Tuesdays in the Learning Center, and she will e-mail this out to the faculty.

DEMONSTRATION OF READING APPRENTICESHIP (Theresa)

Theresa introduced the concept of RA and gave a demonstration. She explained one possible activity to try in class is to explore your own literacy with your students. RA is about how to engage in the textbook and read the textbook. The framework is based on active learning strategies in the classroom. Concepts include: develop identity as a reader and a safe classroom; metacognitive conversation, which is thinking about thinking; and thinking about how to solve problems. Those participating were given a metacognition exercise to read a page in 4 minutes and then discuss their reading process with another person.

The group shared their observations and strategies for reading an unfamiliar text:

- Re-read, especially definitions
- Going back and reading the first paragraph to help give context
- Looked at the bolded definitions-scanned-as preparation (pre-reading)
- Using the images (Theresa mentioned that a lot of students do not look at the pictures)

Theresa explained that these are strategies that students can use. She reminded faculty that, as experts, we do not remember how we got to our expertise. We can remind ourselves of what it is like to struggle and share this experience with our students to help give them tools to overcome difficulty when reading.

RA training is available in several forms, including a six-week online course from West Ed and a three-day summer workshop. Information will be sent out to the Group. There is a RA conference May 13-14 here at CSM for our faculty. There are professional development funds available to do more training for faculty across campus. Kristi will send out the links and connect faculty with RA resources.

ANNOUNCEMENTS

1. Focus of BSI Nov. 23 Meeting: Acceleration Working Meeting with English, ESL & Math (BSI Committee Members, please invite key people to participate)

2. Upcoming Professional Development Opportunities

- Fri., Nov. 13, 9am-3pm: "Acceleration: A Powerful Lever for Increasing Completion and Closing Equity Gaps." Free, includes lunch. CSM 10-468. Sponsored by 3CSN.

3. Future agenda items - Kristi

- Changing the Name of the Committee/Branding/Marketing – Jan. meeting
- Institutional Plan Action Plan
- ACCEL projects
- BSI and Technology