

Members Present:

Kristi Ridgway, faculty chair
Linton Bowie (Lin)
Jennifer Taylor-Mendoza
Theresa Martin
Ron Andrade
Vinh Nguyen
Juanita Alunan

Alicia Frangos
Jenine Elkady
Henry Villareal
Sylvia Aguirre-Alberto
Danni Redding-Lapuz
Autumn Newman

SUMMARY

- A new coordinator is needed for BSI Committee after this semester.
- Adjunct compensation for working on BSI projects was discussed.
- The BSI will retain its current name and discuss a logo.

CALL TO ORDER

Kristi called the meeting to order at 2:30 PM, and reviewed the agenda. There was a quorum present and the minutes were approved, with one formatting revision.

OLD BUSINESS

DISCUSSION: BSI COORDINATOR UNITS STARTING FALL 2016 (Kristi/Jennifer)

The two-year term for BSI Coordinator is coming up. Kristi will not continue because of other ESL responsibilities. Would some of the current members consider the position? Co-leadership is a possibility. It is a big responsibility. There is a lot of coordination involved. Jennifer stated she can support more than 3 units of release time. We have time to consider the best shape of the duties and coordinator for the committee. There is RA as an institutional program coming in and a new Director of Equity, which may influence the direction or organization of the committee. Kristi informed the group that the 3 units, after doing the math on actual hours, just covers the mandatory meetings (IPC, CAE, monthly BSI call-in meetings, etc.) and reporting (annual report, Institutional Plan updates, coordinating with SSSP and Student Equity). There is currently not enough time to do project work, and Kristi is saying “no” to a lot of requests for her time as well as putting in extra uncompensated time to do the work that must get done.

Jennifer stated that we are looking at the coordination time and the essential activities. It would be much easier to work with one person, although is not opposed to the idea of a shared responsibility. Full time faculty works better because they are integrated into the campus community and can usually better direct the programs. As yet, we do not know what Cabinet is doing with Equity Director or the specific responsibilities. Re-assigned time is 3 units, and there are 3 units for PD coordination (now Theresa). The coordination of both has been managed this way for two years now. The other 3 units for

PD Coordinator are from Fund 1 to make the total of 6 units. The additional units for BSI may come from elsewhere. Theresa stated that it was a pleasure to work with Kristi. Kristi's work in her role has allowed the campus to move forward on projects that make a difference with the students. She would advocate 6 units for BSI coordinator (rather than 3). CAE is asking for a half-time coordinator for PD, as a faculty position. The First Year Success (FYS) coordinator, Equity and DE coordinators have some roles in PD as well. We have developed great partnerships between BSI and CAE from Kristi's work. Kristi would also advocate for more than 3 units.

Autumn stated that the most likely people that would fit the BSI coordinator have heavy grading responsibilities, so they are pushed to the limit already. Asking this group of candidates to take on something else is a tall order. FYS has a lot of faculty interested in that position. Other faculty there might have more time. Co-leadership might work if they split the roles into distinct duties, such as one person does more of the reporting and attending IPC, and the other works on more project-related duties. The split might depend on who, exactly, the faculty members were.

Do we have to rule out an adjunct? We have had adjuncts in the past. Many full timers are coordinating already. Adjuncts that participate in Students for Success should be considered. Jennifer said there are no restrictions on that as yet. It would be nice to look at other Divisions for a more interdisciplinary perspective. Counselors could be considered too. Kristi asked that we put the word out.

DISCUSSION AND ACTION: PROJECTS AND BUDGET UPDATE (Kristi/Autumn/Alicia)

The Math Pre-Stat course began SI this semester and should have a counseling presence soon, too. The English Acceleration pilots started. Money is starting to be spent. There will be more to report on these projects later.

Projects still having allocations that may be spent: Adjunct Pay (\$5,000) and Instructional Materials (\$2,049), Research and Assessment (\$2,400) and Advisement and Counseling (\$6,000). These funds are not allocated to any particular projects, so please be thinking of ways to use the money. We will come back to these again to determine specific projects.

Alicia talked about how the DE online orientation is for new students for DE only. They are working at the District level, so that an online orientation be developed and work for all three campuses. The orientation should be ready by Fall 2016. They are creating videos for the Student Services web site. The orientation will include text and videos. The primary goal is to serve the student service's needs. BSI could help fund some of this work. They don't know who they are working with yet. This online orientation can be counted in lieu of attending face-to-face orientation. Theresa brought up the experience of XLO.

Lin talked about XLO videos. There were two methods: the CSM Studio with student involvement and a second set with a professional video production company. It was clarified that these were course content videos, not orientation videos. Sylvia pointed out that some in the community were not supportive because previous orientations that were self-paced did not work. Students skip through. SSSP should be the primary source of funding, not BSI. Alicia will look at the funding sources for this effort. Janine asked if they would be available afterward as a supplemental orientation, after having completed a face-to-face orientation.

Autumn introduced herself as the new career services coordinator. She is now classified staff. Flyers were sent to the committee. Her position is a partial replacement for Eileen O'Brien. She is the Program Services Coordinator, but she is not a counselor. The new emphasis includes previous services, but also coordinating and marketing career services for students. Her vision is that the program is not just about finding a job, but finding a path. There is a vast array of tests and ways to explore careers. Students are here and don't know why, so she is charged with helping students find a path so that they can reach their educational goals.

BSI has \$2,000 set aside for materials. If anyone is teaching some kind of basic skills course we can fund some materials. We have time to discuss specifics. This fund rolls over to next year. We have been going for a while now, and have we evaluated our BSI projects adequately? We will put a specific discussion on the agenda for next time. Autumn stated that FYS should pull out BS students for the program funding- Put on agenda. Do we have access to other colleges and how they are used? Theresa likes the idea of assessment of FYS, against other projects.

DISCUSSION AND ACTION: CRITERIA FOR ADJUNT COMPENSATION (Kristi)

Adjuncts are valued here. Many do extra work. BSI wants to compensate for efforts they want to make. BSI should advertise and solicity proposals. We will need criteria for how we set the scope for funding this work. If we have too many people apply, how do we determine who gets the funds? A variety of acitivities were discussed: attendance at Division meetings (for a semester), attendance at committee meetings (for a semester); helping with BS students. Other activities could include: flex day, miscellaneousl training, PD on campus (including evaluation measures needing training), retreats, teaching circles, FIGS, curriculum development, course outlines, program review, student follow-up (can be done in a different way), additional office hours. These activities would have to be working with basic skills students. The committee agreed to the following criteria: If you are working with basic skills students, here is a list of activities that will qualify you for pay. In order of priority: 1) working directly with students, 2) working with other faculty/staff in support of students, 3) other duties. Do we need a Dean's signature? The system would have to prevent double pay (Flex activities, Office Hours).

Kristi will check with the Deans to see if they would be willing to sign off. Henry said that he thought self-reporting would be fine, no signature required. Pay will be at the special rate. The committee set a maximum (10 hours) per semester per person for now to be sure the money is not monopolized by one person. The committee also agreed to language such as "we reserve the right to allocate funding among different departments" in order to give Kristi some flexibility in awarding funding to a variety of adjuncts and departments. There will be a deadline for applications. Kristi will make a draft, send it out via e-mail and we will provide feedback so that this can go out in March.

NEW BUSINESS

DISCUSSION: BRAINSTORMING FOR RE-NAMING COMMITTEE (Kristi)

We discussed renaming of the BSI Committee last year but wanted to revisit the item as we could not think of a name at the time that we liked. Marisa went to a conference two summers ago and branding was a hot topic at the time, which brought this up initially. Should we re-

name the committee, and if so, what? CSI and ACES are the two sister campuses' names. Students do not always understand what basic skills means or they find it negative because of the word "basic." Sylvia was not really supportive of changing the name from BSI because of the links to our funding and the need to avoid confusion with SSSP. Danni asked if students understand what basic skills means. If they do, then we don't need to re-brand. If we are just a funding organization, we don't need to re-brand. Janine, our student rep, was asked her opinion. She said that there is some confusion of who we are with the students. The committee felt it was invisible to students for the most part and that they most important thing we do is allocate and move the funding as a committee. Autumn made the point that it might be important for students to know they are basic skills so they commit to learning what they need to learn. Should we really worry about protecting students perceptions? After the discussion, the committee agreed to keep the name Basic Skills Initiative Committee but look into a logo. The issue of re-naming may come up again when the Equity Director comes on board.

There is a Reading Apprentice workshop on February 19. It is focused on STEM, and will be held 9-3 on campus. March 3 and 4 are Flex Days. The National Equity Project is running two all day workshops; enrollments can accommodate up to 90 people. RSVPs are needed, and you are especially invited if you are on the BSI committee. These workshops are similar to the April 30, 2015, workshops. If you attended those, you do not need to attend this round.

ANNOUNCEMENTS

1. March FLEX Day Activities: BSI co-sponsoring return of National Equity Project
2. Upcoming Professional Development Opportunities
 - Leading from the Middle Academy: Feb, June & Oct. RP Group. *Deadline: Dec. 15.*
 - Reading Apprenticeship Conference: May 13-14, CSM. 3CSN.
3. Future agenda items
 - Assessment budget items
 - Expenditure of Instructional Materials
 - Research & Assessment
 - Institutional Plan Action Plan
 - ACCEL projects
 - BSI and Technology