BASIC SKILLS INIATIVE COMMITTEE MINUTES Tuesday, November 6, 2007 2:00 p.m.

Instruction Office Conference Room

PRESENT

Norma Nunez Jose Velasquez Mardjan Shokoufi Bruce Seivertson David Zielinski Lianna Zhao Kathleen Dorantes Kathy Berry

ABSENT

None

VISITORS

None

RECORDER

Linda Amidon

1. Approval of Minutes

A date change was made in the second bulleted item of the minutes (i.e., "...this Thursday, Oct. 30 Nov. 1...")

2. CIO Conference Report

Kathy Berry provided a summary of the information she received at last week's California Community Colleges Chief Instruction Officers conference:

- She discovered that the college is a year behind schedule on its basic skills action plan because she and former interim CIO Gary Rodgers were not included on the Chancellor's Office CIO listserve. As a result, the college did not receive important correspondence related to basic skills. There is an online survey that was due September 20, 2007, which the college must complete immediately. The survey relates to courses offered by the college, data for which is unavailable to the Chancellor's Office via MIS. Kathy requested the assistance of the committee in completing the survey. The Chancellor's Office intends to use the results of the survey to support the need for an additional \$50 Million in basic skills funds. (The subcommittee agreed to devote next Tuesday's meeting, November 13, to completion of the survey. Linda will reserve the Board room for the meeting.)
- If a course is not degree applicable, it is considered a basic skills course; if a course is degree applicable, the course cannot be categorized as a basic skills course.
- Basic skills will drive the California Community College system for the next several years. The Chancellor's Office has given basic skills as much weight as SLOs.
- Basic skills is driven by instruction but is inclusive of the entire college.

- The economy is expected to tank in 2008 2009. Tighter budgets are expected but basic skills funds are expected to increase. Basic skills funds are not going to the UC system, but only to the community college system.
- There is such a high level of students needing basic skills in both the community college and UC systems. Seventy percent of all high school students are graduating at the basic skills level.
- Some colleges are working on their action plans and conducting needs assessment simultaneously
 out of fear they will run out of time to develop proposals. Colleges are looking at the retention and
 success of basic skills students. Plans generally deal with two things:
 - 1. students in basic skills classes
 - 2. students in general education classes
- Some colleges are combining centers to create a "one-stop shop" learning center. (Subcommittee
 members discussed ways to require students to spend time in the labs. Suggestions included
 embedding in the course required activities such as workshops on how to write research papers.
 San Francisco City College's learning center was cited as model to pattern such a center for IVC.)

3. Report from Norma Nunez

Norma reported that she had submitted an inquiry via the CSSO listserve regarding whether buildings and desks are allowable basic skills expenditures. She stated that Juan Cruz of the Chancellor's Office responded to her inquiry and questioned why IVC was developing proposals at this time. Juan had explained to Norma that a needs assessment for the whole college is first required. The primary focus is English, Math and ESL; however, the assessment must involve all disciplines. Juan had further explained that the college must evaluate and validate those areas outlined in the basic skills guide. The plan the college is required to submit is a five year plan. Capital outlay is not allowed in the plan (i.e., buildings and desks). If the college did not submit a plan, the college would be in jeopardy of not receiving funds next year. Juan Cruz had indicated to Norma that he would be willing to provide training to the subcommittee. Members agreed that the conference call would take place at the November 15 meeting. Norma will make the necessary arrangements.

4. Action Plan by May 1, 2008

Dave recommended that the committee select people representative of the college to begin working on the action plan. Kathy recommended that the representative individuals be invited to participate in a proposed basic skills summit during the winter intersession. She pointed out that no funds are necessary to conduct the assessment of the campus; however, Dave noted that the assessment is tied to proposals. Kathleen recommended that both the assessment and proposal processes take place concurrently. Kathy indicated that was possible in some instances but not in all. She stated the first priority is a plan to conduct the assessment. Members were referred to the assessment forms in the basic skills guide and instructed to review the forms for the next meeting on November 8. Kathy proposed that a basic skills coordinator be hired on a temporary basis through the end of the 2007 – 2008 academic year, and that the subcommittee reevaluate this item thereafter. Kathy will contact CCCCIO's for an unofficial job description for the basic skills coordinator for consideration at the subcommittee November 8 meeting.

- 5. Expenditure Plan by May 1, 2008
- 6. 2007 2008 BSI Budget, 2006 2007 Carryover Budget

Dave asked when the college should spend the basic skills money. Kathy stated that the funds have already been received. She cited the hiring of the basic skills coordinator as an example of a current expenditure. Norma compared development of the expenditure plan with the grant application process, which involves goals and objectives. Kathy recommended that carryover funds be spent first. Bruce Seivertson stated that at a recent Academic Senate plenary session it was recommended that colleges develop an internal code for basic skills funds to track fund expenditures. Kathy will ask Carlos Fletes to contact the Chancellor's Office Finance Division for further information regarding this matter. Kathy indicated she will remind divisions to spend the internally allocated funds. She directed that the needs assessment be conducted before spending the 2007- 2008 funds. Kathleen recommended that the 2006 – 2007 carryover and at least \$100,000 of the 2007 – 2008 funds should be expended before the end of the year. Due to the questions and concerns stated, Norma recommended that the subcommittee cover all these issues in the telephone conference with Juan Cruz. It was agreed that all subcommittee members and Dawn Chun, Researcher, should participate in the conference call.

7. Revised Proposal Chart With Prioritizations

Kathleen distributed copies of the revised proposal chart reflecting the prioritization agreed upon by the committee, but there was insufficient time for discussion.

The meeting was adjourned at 3:10 p.m.