

## Basic Skills Committee

Tues. October 1, 2013

4:00-5:00 Room 902

### Adopted

Coordinator Melissa Reeve called the meeting to order at 4:07 pm.

Roll Call: Melissa Reeve, Genele Rhoads, Josh Scott

#### I. Approve Minutes from 8/20

**Approved**

#### II. Review Goals and Activities

Melissa distributed the Goals and Activities reporting form and explained the one sent yesterday was an edited version to last year's form with an addition to the column on the far right. The first report had to tie spending plans to activities that are supposed to total \$118,000. She pointed out how all activities are tied to goals and everything needs to reconcile to the total expense. Melissa requested comments at this meeting for edits and changes to activities and open responses, followed by how to plan activities to meet funding.

There is a correlation to where most money is spent and documented improvement. Over the last five year period the more heavily allocated English showed an increase in success rates. Money wasn't spent on ESL and no change was seen. Math was in between for both funding and increase in success. The promise in that is that positive impact can be expected where funds are focused. The Committee should be thinking about how to strategically spend funds in areas the Committee decides are important, rather than just following submitted proposals. Designated dollar amounts could be targeted to fund specific areas and activities.

Discussion/Comments/Suggestions on Activities:

Genele reported she found a couple past proposals from adjunct instructors that never made it to the Committee. She has a couple leads on tech ideas from adjuncts and Dean John Yu is very interested in pursuing tech improvement.

Jane Berger requested BSI funding up to \$1100 to attend the statewide ESL conference in two weeks. The Committee **approved** her request.

In terms of open responses, Melissa asked members what they found and she noted that activities reflect changes discussed at the last meeting.

Activity – 1<sup>st</sup> cell:

Josh suggested adding Puente to the cohort model (3<sup>rd</sup> bullet under Measurable Outcomes). It is funded through an outside grant and institutional funds and will now be added to the BSI list as well. Melissa will also add "will be assessed for future changes and possibly scaling up these programs for future years".

Melissa pointed out that BSI should have plans to apply to the Evergreen Institute. Applications are due in December for summer 2014.

The Math BSI Coordinator and a math instructor will be added to the second activity under "Responsible Person(s)".

Activity – 2<sup>nd</sup> cell:

Categorize under English and Math in the cell. The first item was done and it looks like UC is giving the green light, would like to plan work together. A fall section is scheduled in Vacaville for Math 112 and for Stats in spring.

Melissa will change to “math faculty will pilot sections of Math 112 as an alternative pathway to transfer level math” and keep “non-STEM major” in. Genele will work with Dr. Yu for dean’s approval first as a pilot to establish data. Because it is currently a pilot, it hasn’t gone through the Curriculum Committee yet for the prerequisite.

Genele will build on refining intake assessments for summer and give students advising.

Change English 305 to “they would qualify for and persist through the transfer level course”.

Melissa will change the 5<sup>th</sup> bullet to “will plan curricular modifications as proposed in the program assessment”.

The final bullet will have added – “if appropriate”.

Activity – ESL:

The Committee had discussed creating an outreach coordinator position, which will be added. Melissa will also add a couple more items from the ESL program assessment: surveying current students about goals and needs; 45% never transitioned into English sequence and we need to find out why and look for something to help empower students if needed; work with English faculty to address the 370 bottleneck as students are not passing to get to English 1.

The faculty professional development lists things that have mostly been done.

Melissa will add Evergreen Institute at approximately \$13,000 to send a team of six.

Open Response Draft discussion:

Genele suggested adding the history of math activities. Math 310 and 320 changed in fall 2011 from 4 units to 3; reverse items 3 and 4 under 320; there are no lab requirements for arithmetic due to Math 310 students being more needy and arithmetic students can’t be served due to personnel, space etc. She suggested bringing back the idea for a math skills center for Arithmetic and maybe all 300 level Math courses, as it would be valuable for students to have lab opportunities. Carlos did a switch after he went through Section Ks for both classes and clearly delineated them. Pre algebra was made more rigorous and had a unit added; then in spring 2012 a new book was piloted for beginning algebra, adding more rigor in attempts to prepare students better for the next class. Melissa noted there is 3% improvement for students starting two levels below transfer (Math 330) in 2011-12. Genele stated the goal is to ideally start students in Math 320. Melissa noted for BSI purposes it is OK to compare changed courses to see the results. Genele added that they are introducing functions sooner now in Math 330 and Melissa will add this recent change and note they are looking forward to results.

Josh noted improvement from 2012 and suggested adding “especially heartening to place students one level below that would have been three levels below” and also taking out plans from the report as the information clearly answers the question.

Melissa felt the Math 104 success was very important. Students didn’t take the alternative. Maybe in the beginning more students want to transfer but then change plans.

The coordinator cost can be distributed evenly across BSI.

Melissa will cost out the potential hiring of non faculty for the ESL program.

Analysis activity (2<sup>nd</sup>) – software can be purchased that stays here.

The Committee had discussed massive expansion of embedded tutors in math and Genele received much interest from faculty when she put out the request. Melissa will add times for 10 sections for tutors and she will check costs for tutors and add that as well. Training time of 10 hours will be added. Genele noted it would be good if embedded tutors could be paid to also work with instructors more

closely and a half hour contact per week will be added to instructors' time to be involved in tutor training.

Melissa asked Genele to be thinking about writing a job description and interested instructors need to begin looking for student tutors.

Allocated funds can be spent within two years, by the end of 2015.

Josh suggested enlarging Summer Bridge.

Genele suggested hourly pay for other faculty to help her with math assessments in the summer. Pearson assessments have been free but now may cost something. After assessment results students can be given a two-sided paper quiz. It would be quick to glance at in order to recommend the class a student should take. Instructors could look at the student score online, have the assessment test, look at what they did on paper and recommend a class.

Melissa has to show if and how money was spent for each of three years, plus plans for current year and she can categorize it.

Josh recommended making a position for ESL and to split the job between recruiting and advertising.

Genele recommended, for math placement advising, giving four math faculty four hours per week for four weeks to meet with students. (16 hrs. X 4 weeks x \$\_ for one math faculty at a time)

Genele requested a small lab for arithmetic students to begin with. Software could be recommended and computers in ASC room 101 could be used to expand opportunities for students. Staffing would be needed to monitor the room for student computer use. Software, locks to activate existing computer banks, printer cartridges, and other general supplies as needed will be added to the expense list.

Melissa will revise the form and send it out to members by Thursday and will need immediate feedback.

The meeting adjourned at 5:05 pm.

BSI Minutes 10.01.13/ca