

+ACADEMIC SENATE

Basic Skills Committee

Minutes for 8/28/15

Room 902

Present:

Barbara Villatoro	Isabel Anderson	Nedra Park, Admin. Assist.
Corrine Kirkbride (via phone)	Jose Cortes	Nicholas Cittadino
Genele Rhoads	Joshua Scott, Chair	Terri Pearson-Bloom
George Olgin	Melissa Reeve, Ex-Officio Chair	Tracy Schneider

**1. Approval of Minutes from 5/17/15 meeting**

Melissa Reeve moved to approve the minutes and Tracy Schneider seconded the motion. The committee voted unanimously in favor of approving the minutes.

**2. Committee Membership**

Joshua announced that the committee needs to establish the membership in compliance with the Brown Act. At a minimum the committee should include himself, Tracey and Genele. In order to make quorum, members must attend meetings. Please think about this and it will be on a future agenda. Melissa inquired if there has to be a certain number from each of the schools. Joshua responded that the composition is exactly what needs to be determined.

**3. Announcements**

Joshua Scott welcomed all present to the meeting. He thanked Melissa Reeve for her 3 years of service as Basic Skills chair and praised her work on the committee.

**4. Review/Refine Priorities for AY 2025-2016**

There is a 5 year plan that was developed to improve basic skills in Math, English, and ESL classes. In terms of this plan, Joshua Scott asked what is working around the campus and what needs attention. Isabel asked who is funding the drop in labs. Joshua Scott said that we had inadequate staffing to staff the English classes consequently there was no staff for the lab. Additionally there were problems funding, they did not receive funding or funding in time to staff the labs. As a result there is no funded drop in English lab for the fall. Joshua Scott noted that there are many places for the labs. Also there are other labs, but it is not clear who the administrators are or where all the labs are located. Isabel proposed that this committee should address this issue. Terri Pearson-Bloom noted that when she took over the Academic Success Center (ASC) lab in June, she discovered that she had no budget and no commitments for funding from other sources. The only funds were allocated to hiring Shawn Carney and Saundra Moore through December as coordinators with the hope that the centers would go online. She worked with Melissa Reeve and got financial support for the summer. Terri Pearson-Bloom was unsure where the funds actually came from. She also met with the English

department faculty to staff the summer lab with Dr. Oz. Students are currently requesting a drop in lab for writing but there is no funding for it. Faculty also desires this lab and are assisting in the search for funds. Terri met with a new adjunct faculty who could potentially staff labs. Melissa added the VP Ligioso said he would match the Basic Skills apportionment from the Chancellor's Office to pay for coordinators and projects; however, this came late in the year and were possibly tapped for the summer drop in lab that Terri mentioned. She suggested that VP Ligioso be contacted about Basic Skills funds and be sure his commitment is being honored. Terri commented that ASC is moving toward collecting apportionment funds, which has been approved by VP Ligioso and VPSS Brown. As a result of this discussion Joshua identified potential goals: a solution to getting drop-in labs back and communication among the labs to eliminate redundancy and create some clarity, in addition to working on the funding issues. Nicholas Cittadino noted that a single line of authority, who meets with the deans is needed, regardless if it is the Math or English, it is all basic skills. He also noted that we need to look at how we are doing in regard to our goals of retention, increasing scores and retention, how are we doing, what can we do differently and how do we know what we are doing is working. Joshua agreed that an assessment component is needed. Terri suggested that the students be surveyed because of the small data pools. Terri noted that the Math lab needs support from the ASC due to the volume of students. The ASC is trying to alleviate overflow from the other labs and wants to expand hours to better serve students and expand to the other campuses. VP Brown is charged with ASC, Library, and Tutoring, all potential collaborators for the labs. Terri also informed us that the Library didn't receive any funds this year for library or text books, and could therefore use assistance from Basic Skills. Jose Cortes noted that we have trouble keeping track of services and who is doing what lab, imagine how difficult it must be for students. He suggested a network model of the labs to facilitate cohesion. Melissa suggested a map to show where all the resources are located, another suggestion is a Basic Skills website. Terri reported that the Basic Skills Athletic Mentor program has been extremely successful. The success rates for students in this program were higher than the college average. This program provided each participating student with an Athletic Academic Mentor for 30 minutes per week. She said it was a different approach to an FYE program. Students were taught study skills, time management and academic skills. The program is still running, but unsure how it is being funded. Melissa asked if there is a plan to expand this to other student groups. Terri responded that the ASC in conjunction with counseling is looking at the model for at risk students. Joshua asked if there was any reason not to centralize the labs. Melissa answered from the point of view of students there is no disadvantage. From the faculty/staff point of view, we want discipline experts serving the students, need more delineation of who can teach what and look for more economic, practical, scalable and efficient ways to provide these services to all students who need them. Joshua noted that there wasn't much disadvantage to centralizing. Terri noted that it could come together under the ASC and assist with the administrative pieces that are often difficult to manage. Another question Terri asked was if the tutors are under a formal training program under the tutoring specialist. The Chancellor's Office has some requirements regarding what quantifies tutoring and steps to take. The Tutoring Specialist could have a role to ensure the training happens. Nicholas Cittadino noted that some tutors are hired because they were good at a specific subject, but asked if the tutors have ability to connect, teach, and know how to talk to a student. Another member responded that teachers select the tutors and monitor how they work. Nicholas also noted there could be legal issues as well.

## **5. First Year Education (FYE) Nicholas Cittadino, Ex-Officio FYE Coordinator**

Nicholas acknowledged adjunct faculty member, Shawn Carney's, work in compiling a list of 117 First Year Students intakes on his own time. Nicholas stated that he tried to get as many students as he could during the summer. Nicholas resigned the position because every aspect of the job was getting harder and harder to accomplish. One class was cancelled; he was not notified and students had to readjust their schedules. Additionally some students need updated and comprehensive education plans. Another idea is a luncheon with some training for the students to apprise the students of available resources. Tracy noted that a process to streamline scheduling FYE courses is needed. Barbara noted that a vision for the program, it is lacking how it is a program vs a collection of classes. Nicholas said FYE is a good model, the English and Math are key, but we aren't there yet. Scheduling is the issue and he suggested block scheduling as a remedy. Barbara suggested regular FYE meetings. Melissa said that they did have separate meetings last year. Nicholas announced a FYE conference scheduled for February and he would share the flyer with anyone interested.

## **6. Math Basic Skills Update**

Barbara noted that a student was told not to take math 112 (covers pre-statistics) because it wasn't a formal prerequisite for statistics. Nicholas thinks it was a misunderstanding, some counselors thought that if the student transfers this will not be accepted as the algebra that they need. Barbara said there is a process to transfer the course. The Dean has to sign an equivalency form. Further discussion ensued and Isabel suggested that the Basic Skills committee should have a representative present at the Counselling meetings to improve communication. All present agreed with this idea. Nicholas agreed to bring this up to the counseling department. Joshua suggested that we alternate a Math and English representative to attend. Terri asked if Basic Skill was going to put in a call for proposals. Last spring the committee decided to put their funding in one or two large projects instead of taking care of smaller projects. This is what has been done on other campuses and it has worked well. Melissa confirmed this position and noted that it will create more synergy among the programs and create a suite of services assessable to all basic skills students. Isabel agreed with this idea to move away from small expensive programs to a larger one that would be more likely to be sustained by permanent funding in the future. Nicholas noted that it seems FYE and ASC are moving toward a merge and could make some significant changes and improvements for students.

## **7. English Basic Skills Update**

No report at this time.

## **8. Adjournment**

Joshua noted that the next meeting has been moved to the Sept. 18. He asked the attendees to think about our vision for this year and what we have done and as a result of today's discussion, he has many items to add to the group goals. Meeting was adjourned.