**Basic Skills Committee**

**Meeting Notes**

**March 26, 2015**

Approved 04/30/2015

**In attendance:**

Agustin Palacios, Najia Azizi, Nooshi Borhan, Kathleen Donlan, Maritza Jackson Sandoval, Michelle Lee, Elvia Ornelas-Garcia, Heather Roth, Ashley Patterson, Monica Nolasco

Meeting Started at 2:45pm Location: LA-25

The committee reviewed and approved minutes from last meeting.

The committee continued our discussion of committee make up and quorum rules. Agustin committed to getting more information on what constitutes quorum and rules on voting. We also agreed to be in conversation with the ASU to find a student representative.

The committee began discussion on budget allocations and project funding. The committee agreed that starting next fiscal year, faculty projects will need to be approved on an annual basis. The committee will notify faculty of this change starting Fall 2015. By this point the committee will agree on an annual deadline for funding applications.

The committee reviewed our funding application. Nooshi and Elvia suggested to include a question asking if there are other funds funding the proposal. The application should include a question if faculty are applying for other grants for the same project. The committee will consider this in funding the proposal.

Elvia and Nooshi presented their funding application for a joined ESL and English proposal. The project is intended to provide training to professors on diagnostics. The request was for $3960 and was approved. Michele Lee motioned to approved. Maritza second the motion.

Meeting adjourned at 4:00.