**Basic Skills Initiative Committee – Meeting Notes**

**February 23, 2016, 3-4:15pm**

Present: Jason Berner, Nooshi Borhan, Karl Debro, Kathleen Donlan, Brandy Gibson, Terrill Mead, Mayra Padilla, Ashley Patterson, Heather Roth, Julie Skoler, Liz Xiezopolski

1. Meeting notes from 12/15/15 were approved.
2. Nooshi Borhan reported on meeting with Nick Dimitri and Jason Berner and the status of the budget and gave the following update:
* 2014-2015: the committee spent $40,818 out of allotted $90,000
* 2015-2016: the committee has $126,834.70 [$90,000 plus $36,834.70 rollover]
* The committee must spend at least $48,180 of that amount by June 30, 2016
1. Professional development request from Evan deGennaro for $250 for Voice of Witness conference on ‘Amplifying Unheard Voices’ was approved.
2. We reviewed funding allocations that have not been used in the past:
* $10,000 to Student Services [will be replaced by funding for ‘Retention Specialist’ – position has been posted but not yet filled. Mayra Padilla will keep us posted on its progress.]
* $10,000 for Supplemental Instruction – not used because SI funding has been covered by Equity Funds.
* $10,000 for Faculty Development – we have only spent about $3,500.
1. We discussed ideas for re-working the budget:
* Mayra Padilla gave information regarding statewide initiatives from the Chancellor’s Office regarding reduced-cost textbooks. She mentioned ‘Open Source’ as one such possibility. The committee discussed the idea of providing professional development funds for Basic Skills teachers from English, ESL, and Math Departments to research this topic and explore what is being done throughout the state. Karl Debro mentioned DeAnza College as a potential model. The committee was in agreement that this could be a focus of our work for this semester as it would help many Basic Skill Students with the high cost of textbooks. We also discussed the idea of bringing up this issue at College Council especially with regards to CCC Bookstore. Members of the committee expressed concern about the fact that our own bookstore adds a substantial margin to the publishers’ prices. Interest was shown in questioning the bookstore’s business model and potentially coming up with a different model.
* Karl Debro discussed the findings from the last Council of Chairs and Greg Stoup’s presentation, focusing on success rates for Basic Skills students. He proposed that the committee come up with ways to look into what these data mean for our Basic Skills students and what we are doing.
* Mayra Padilla proposed looking at goals set in Equity and SSSP plans. She suggested finding ways to help our students gauge how close they are to completion. Discussion ensued about the tools available on InSite Portal and how user-friendly they are for students.

6. We approved the following BSI proposed budget for 2015/2016:

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| --- | --- | --- |
| **Category** | **Amount** | **Notes** |
| BSI Coordinator | $12,000 |  |
| Campus-Wide Tutoring | $31,600  | [$21,600+10,000 rollover from previous year] |
| BSI Innovation Projects | $5,000 | English Boot Camp |
| Retention Specialist | $12,000 | Position not filled yet |
| ESL Tutoring  | $10,000 |  |
| ESL Hourly Assistant | $10,000 |  |
| Faculty Development | $10,000 |  |
| Clerical Assistant | $5,000 |  |
| Research | $6,000 |  |
|  |  |  |
| TOTAL | $101,600 |  |

1. We set the following meetings for the Spring 2016 semester:
* Tuesday, March 15, 3-4:15pm, in the CRC Conference Room
* Tuesday, April 19, 3-4:15pm, in the CRC Conference Room
* Tuesday, May 17, 3-4:15pm, in the CRC Conference Room

Julie Skoler explained the EOPS scheduling process and requested that we set the meeting schedule for the following semester before the end of this semester [in May].

Meeting was adjourned at 4:15pm.