Basic Skills Initiative Committee

Meeting Minutes

5/17/16, 3-4:30pm

Present: Jason Berner, Nooshi Borhan, Karl Debro, Kathleen Donlan, Brandy Gibson, Lisa Jones, Heather Roth, Kelly Schelin, Julie Skoler, Liz Xiezopolski

1. Meeting notes from 4/19/16 meeting were approved.
2. Jason Berner & Kelly Schelin reported on the ‘Adult Ed Block Grant’ and how the Basic Skills Committee can serve as an advisory committee as they work towards creating a transitional pathway to the college for Adult School students as well as students from Court and Community schools. There will be 3 workgroups in the Adult Ed Block Grant: 1) transitional programming and services [more connected to BSI], 2) budget, and 3) data. So far, they have developed a data plan which includes a student identifier so we can look at course-taking and success rates more easily in the future. The goal is to have data by August and use the data to determine our strategic direction as we create the pathway from these institutions to CCC. The intention is to communicate with Adult School counterparts and to hold focus groups with Adult School students to get feedback on their transition and develop a plan of action using that information. At this point, the plan is to get beyond the planning by Fall 2017, to have bridge programs in place and to be better prepared. Jason will continue to inform the BSI Committee of any relevant information. Kelly will attend BSI meetings as needed.
3. Heather Roth gave an update on the previous funding request from the English Department for the ‘Writing conference intervention project’. The funding for this project cannot be covered by the Equity hour. The committee voted on the proposal and it was approved for $6,400.
4. Liz Xiezopolski gave an update on Digi-tools Workshops for ESL Students: Laila Khan-Winter offered 14 sessions of the Digi-tools Workshop to ESL students. 42 unique students attended the workshops. The main challenge for the project was to secure the same computer lab space for the whole semester. Brandy suggested Laila contact her as soon as possible to try to secure the same lab for next semester. Liz also brought a proposal to request funding to continue the Digi-tools Workshops in Fall 2016. The proposal was approved by the committee for $2600.
5. Nooshi gave the committee an update to the change from the BSI portal to the P-Drive. The committee agreed to place the funding request forms, report forms and meeting minutes in a public folder on the P-drive. We also agreed to put older documents into an archive folder.
6. Nooshi brought revised copies of the funding requests to the committee. Some changes were agreed upon. Nooshi will revise and bring to the first meeting next semester for approval before posting to the P-drive. We also agreed to create a Report form for BSI funding requests at the beginning of next semester. Finally, we decided that it would be a good idea to have a set date [2nd meeting of the semester] for all parties receiving funding from BSI to report on their projects.
7. Nooshi shared the budget report prepared by Zolayma with the committee and reminded them that anyone receiving funds from BSI is responsible for keeping track of their spending and ensuring that they do not go over their allocated budgets.
8. BSI meetings for Fall 2016: we agreed to meet on the 2nd Tuesdays from 3-4:30pm. The first meeting will be September 13, 2016.

Meeting was adjourned at 4:13pm.