BASIC SKILLS COMMITTEE MINUTES

10/24/2018 | 2:30-4:30pm | Room 2411A

	Agenda Item	
1.	**Call to order** 2:33pm	Ashley
2.	**Review and Approval of Agenda** MSC Julia/Jim	Ashley
3.	**Review and Approval of Minutes (10/24/18)** MSC: Julia/Michal	Ashley
4.	**2017-18 Budget Allocation Approval** Discussion of budget; and #9 item; RAW ctr wants $849+995 for an admin account for TutorTrac (Meghan's Email attached at end) Approve budget with tentative approval of RAW TutorTrac; ask RAW go to Foundation Grant first; if denied Foundation Grant BaSk will pick up the RAW TutorTrac Request MSC: Julia/Michelle Z	Ashley
5.	**AB 705 Implementation Update**	
	• **English Plans** • The AB705 update is that English has submitted our course outlines as of today. Craig had been concerned that Banner could not handle one course with some transfer and some basic skills credits, and he is additionally worried that UC won't approve it. We strongly feel that a course with a combination of units ("wall-to-wall") is what we want to teach. We don't have much interest in assigning a separate lab grade, for one. So, we compromised. We submitted a 1A-EX course that is 4 units, 3 transfer LEC units and 1 basic skills LAB unit, *and* we submitted a stand-alone 1AL lab course that has its own measurable objectives, is not repeatable, and would be mirrored with a non-credit class. We will see! We will be having an English department retreat on Friday, Nov. 2 to continue work on placement, pedagogy, whether we want to have a common curriculum as we have for 104, number of 104 classes offered, the idea	Katie

				of a .5-unit RAW/Tutorial Center class, and identifying dates for training of faculty (often called a "Community of Practice" in CAP circles). We are also interested in thinking about whether we can require the Community of Practice for faculty who want to teach the 1A-EX or the 1A-1AL combo or whatever it ends up being. • Concerns about HS information collecting – • Guided Pathways	
				• **Math Plans** • (shared documents from FLEX) • Enrollment? How would Mirrored Class work with census? • What about Requiring support? (not now) • Guided Pathways – East Coast already set up technology for reminders to go to tutoring or "we noticed you didn't go"…	Ashley
				• **ESL Plans** • Collaborated with English; • Plan to come to English meeting to show what they teach so that English faculty can refer students to ESL if necessary • 50% of students who complete ESL take English 1A • Assessment – ESL has been proven to work, so what is going to happen? • Challenge to go to conferences • Make top class ESL 25 = ENG 1A equivalent; traditionally really difficult to do in the state; (ENG 1A for multi-lingual students, but not ESL equivalent) • Make beginning levels noncredit • Concerns with state response – no timeline; compliance Fall 2020; ESL across state are responding to AB 705 that it may not be what is best for the students • ESL students transfer 23%	Julia
		6.		**Report: Library + ESL workshop** • Partnering with Library – offered in-service training 12 faculty members • Taught faculty resources that we're not using that spawned program development (e.g. Overdrive)	Julia

			• Everyone really happy (no criticism, so grateful); • Frances says library is happy; another workshop in January	
		7.	**Student Equity and Achievement Program** SEA – consolidation SSSP/Equity/BSI **See attachment: Student Equity and Achievement (SEA) Program Ed Code 78222 – Intent (complements work school is doing: GP, students complete goals, comprehensive Ed plan – from start to finish) + Requirements (Equity, Matriculation – orientation, assessment for placement, ed plan and follow-up for at-risk; create policies for AB 705; Jan 1 report Started July 1 this year; Allocation received at district (received same amount as last year plus some because district did not take off top of Equity) No more match April 1 CCCCO system-wide report due to Dept Finance No longer need unified plan Funding no longer based on previous allocation formulas – don't know what new formula will be Still have to provide core matriculation services (SEA and priority registration) Assessment for placement is still required (how do we take care of students who don't have HS data?) Equity report due June 30. Student Equity is at core of SEA program Align Guided Pathways, Strategic Plan Ed Master Plan, etc. How do we close achievement gap via all of these Locally define reasonable and justifiable in terms of budget Chancellor's office expanded Equity populations – homeless foster youth, LGBTQ Three-year goals – Chancellor's office to clarify retention Must have an internal process to include representation DSPS, Vets, Homeless Foster Youth, EOPS District wants ONE fund now	Nessa

		8.	**Committee Structure Discussion** Maybe rename Student Success to Student Equity and Achievement? Name too early to decide right now. Who is on it? How many people? What would happen with BaSk cmte? Suggestion if committees combine (or SS absorbs BaSk), that time for SS shifts to Wednesday 2:30 slot so more faculty are available. Still need to discuss/find out what to do about this year's allocation.	Ashley
		9.	**Request for Professional Development Funds** Ashley Young ($483); Ozlem Guclu ($500); Bhairav Singh ($289) – for CMC3 conference in December MSC: Julia/Michelle Z	Ashley
		10.	**Good of the Order** Michelle Zapata is our new member! Tutoring: Students with Higher GPAs are using more services than students with lower GPAs. How do we reverse the trend? Example: If Math Dept created a system for concurrent support courses (requiring additional support for students with lower GPAs), then Tutorial could target students needing help. RAW center: Correlation between higher level of success and additional tutoring.	Ashley
		11.	**Adjournment** 4:22pm	Ashley
		12.	**Next Regular Meeting: November 28, 2018**	
		13.	**Future Meetings 2018-2019**	
			• November 28, 2018 • January 23, 2019 • February 27, 2019 • April 24, 2019 • May 22, 2019 (Finals week?)	

Student Equity and Achievement (SEA) Program

Education Code 78222 – Intent
- Advance the system wide goal to boost achievement for all students with an emphasis on eliminating the achievement gap by:
  - Guided Pathways
  - Ensure students complete their educational goals (Core services – emphasis on comprehensive education plan)
  - Providing curriculum, instruction, and support to students deficient in English and math (AB 705)

Education Code 78222 – Requirements
- Maintain an Equity Plan in accordance with Section 78220
- Provide Matriculation services in accordance with Section 78212 (Core Services)
- Adopt policies consistent with Section 78213 (Assessment, Placement, Multiple Measures – AB 705)
- Provide <u>all students</u> with an Education Plan
- Provide a report to the Chancellor's Office by January 1st each year regarding funding and SEA Program initiatives

SEA Program Funding
- Integration of the former SSSP, Student Equity, and BSI funds
- No match requirement
- April 1st – CCCCO system-wide report due to the Department of Finance

Updates
- An Integrated Plan (LPC Unified Plan) is no longer required
- Funding will not be based on previous allocation formulas
- Core matriculation services are still required
- Assessment for placement is still required
- Sustain non-credit programs that align with SEA. Non-credit is not separately funded
- Student Equity is at the CORE of the SEA Program
- Equity Report is due every three years – next one is due on June 30, 2019
- Fund/Budget – Must locally define "Reasonable & Justifiable"
- Non-Allowable Expenditures remain the same as previous year

Student Equity Plan & Report
- Plan is due June 30, 2019 and covers 2019-22. Budget report reflects FY2019
- All programmatic and student outcome data will be collected via existing MIS reporting
- Alignment of equity plans with College/District Strategic Plans, Education Master Plan
- One point of contact for College and one alternate

Student Equity and Achievement (SEA) Program

- Online tool to submit Equity plans
- Intentional program integration (Vision for Success, Guided Pathways) based on DI study
- Colleges submit separate plans approved by local Board of Trustees
- Plans must be data-driven using PPG
- Update to Student Equity populations
- Three-year goals for overall and for each student equity (DI) population in the following areas:
  - Access – community alignment
  - Retention – Fall to Spring
  - Transfer to a four-year institution
  - Completion of transfer-level math and English
  - Earned credit certificate over 18 (or 16?) units, associate degree, CCC bachelor's degree
- Outline a process and schedule for evaluation of progress towards goals
- How to ensure coordination across equity-related categorical programs
- Executive Summary including accounting of ~~FY 2017~~ FY 2018 and FY 2019, and progress towards goals

What We Know
- 2018-19 SEA Program allocation to the District and not Colleges
- No Match Requirement
- New funding formula will be developed
- Annual District Report required and due in January 2020
- Annual Chancellor's Office Report due to legislature each April beginning 2020
- Student Equity Plan due – June 30, 2019

What We Do Not Know
- If all MIS data (SSSP) elements will still be required
- New Education Plan requirements are in process
- If SEA Program funds can be used for embedded tutoring that generates FTES (conflict with new expenditure guidelines and old BSI approved activities)?
- Components of Annual SEA Program report
- When all existing codes and regulations will be aligned
- When online Student Equity and SEA Program District Annual Report will be completed and made available
- What new funding formula will be developed and shared out to CCCs

Hi Ashley,

 I would like to apply for Basic Skills funding for CMC3 (unless you prefer I use PDC funds). Can you put in my request on Monday for me?

 The focus of this year's CMC3 is the AB 705 law, will which drastically reshape our offerings. In particular, most basic skills classes will go away, and instead those skills will be taught in co-requisite support courses. Basic skills students will be placed in transfer level course, so this support will be especially important to their success. In particular, as course coordinator for Math 39, I want to play a role in figuring out the co-requisite support for that course. Attending CMC3 will allow me to attend talks by instructors whose colleges have already adopted these changes, and provide ideas for our department moving forward.

I will need $180 (registration + membership renewal) + 200 miles round trip * $0.545/mile (gas) = $ 289 for my total expenses. I can stay with my parents in Santa Cruz, so I don't need a hotel.

- Bhairav

Dear Basic Skills Committee,

I am requesting funds ($482.89) to attend the CMC3 46th Annual conference in Monterey. This conference will have several topics on AB705. I will likely focus on the basic skills support students will need as they transition directly into statistics.

Thank you for your consideration.

Ashley Young

Hi Ashley,
here is my statement to receive Basic Skill Fund for CMC^3. ($500)

I would like to attend CMC^3 because I believe that learning different techniques are beneficial for my students especially for basic skill students. Basic skill classes need more motivation and more active learning strategies , and I always improve myself to create an active classroom. I will be attending specific workshop which is targeting basic skill students such as "Synergies of effective group work" and "Development Math".
I will be spending $250 for the hotel, $100 for registration and $150 for travel & food.

Thanks
Ozlem Guclu

RAW Center

Dear Basic Skills Committee,

I'm sorry that this is just coming in now and that it might need to wait until a future meeting as a result though I wanted to request funds for the RAW Center to move to TutorTrac in spring as soon as possible, so I'm putting in this request now, anyway. The Tutorial Center has adopted TutorTrac to organize their scheduling and tracking of student attendance, and I believe it would be very beneficial to our students across campus to have the same access for the RAW Center. TutorTrac will enable RAW students to not only sign up for tutoring in advance but also see how busy the RAW Center is on a given day to decide to either make an appointment or drop in. This will alleviate wait time and the possibility of not being seen, which can make students not come to the RAW Center. I think this would also help us see more students since students would know the Center is open and could make a plan to come (though we would also accept drop ins if the sessions were less than 20 minutes, for example). Overall, I believe this software would positively impact students ability to access help. While the Tutorial Center already has this system in place, the RAW Center needs its own administrator account to have its own preferences for how students can access help. For example, the Tutorial Center needs students to sign up for help 24 hours or more in advance whereas the RAW Center would only maybe want 1 hours advance notice (or less). While just one example of the differences in our needs from this program, it became clear last semester that we could not share an admin account given the differences in the type of help we offer. Thus the RAW Center is requesting $995 dollars for the separate Admin account as well as $849 set up help fee for one year.

Thank you for considering.

Meghan Swanson