**BASIC SKILLS MINUTES**



# LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students’ transfer, degree, basic skills, career-technical, and retraining goals.

# LPC Planning Priorities

* Implement the integration of all ACCJC standards throughout campus structure and processes.
* Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
* Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

# Committee Membership: 5 Quorum: 3

**Voting Members:**

Tracey Coleman, Faculty

Frances Hui, Faculty

Leslie Payne, Faculty

Michal Shuldman, Faculty

Michelle Zapata, Faculty

**Non-Voting Members:**

Kristina Whalen, Vice President

Amy Mattern, Dean

William Garcia, Vice President

Jin Tsubota, Faculty

Shawn Taylor, Director, SEA

Vacant, LPCSG

Ashley McHale, Faculty; Chair

Joanna Jen, Faculty

April 22, 2020| 2:30-4:30pm | via ZOOM

**Agenda**

1. **Call to Order 2:37**

Present: Tracey Coleman, Frances Hui, Leslie Payne, Dana Nakase (in for Michal), Michelle Zapata, Jin Tsubota, Joanna Jen, Ashley McHale

1. **Review and Approval of Agenda (MSC Leslie/Tracey)**
2. **Review and Approval of Minutes (February 26, 2020) (MSC Tracey/Leslie)**
3. **Discussion Items**

* Basic Skills Charge for 2020-2021 (attached) – Approved as is.
* Online resources to support faculty/staff and students
  + <https://ccconlineed.instructure.com/courses/4543> OER resources
  + <https://stats.libretexts.org/> Open ed textbook reorganizing
  + [www.loom.com](http://www.loom.com) for video creation/sharing
  + ScreenCastify – Google Extension for video (and uploading to YouTube)
  + Screen Cast-O-Matic – video creation (free version limits to 15 min per video)
  + Adobe Presenter – tool in PowerPoint Toolbar – record lecture (you plus slides)
  + Cranium Café – online counseling (Student access through Canvas)
  + Facebook Group “Teaching during COVID-19”
  + LasPositas.GoBoard.com online whiteboard for writing
  + Tutoring – 2 instructors imbedded tutors into Canvas. Putting a face to service is best way to get students the help they need
  + NetTutor – tutoring via Canvas (tutors have Masters’ degree)
  + Las Positas Tutoring – via Canvas
  + https://www.toptools4learning.com/
  + (State Chancellor’s Office – resources)

1. **Updates** 
   * Tutoring is down across the state. Tutorial Center will be hiring tutors!
   * Librarians are looking for e-texts for fall adoptions
   * Joanna will be on maternity leave in the fall (congrats!)
2. **Adjournment 3:35pm**
3. **Next Regular Meetings:**

* August 26, 2020

**SEA Charge (FYI)**

The Student Equity & Achievement (SEA) Committee will help coordinate, lead, and support efforts and initiatives to boost achievement for all students with an emphasis on eliminating achievement gaps for disproportionally impacted students as defined by the California Community Colleges Chancellor’s Office, and supporting language acquisition for language learners. The SEA Committee will help coordinate activities and practices pursuant to Guided Pathways; support students to complete their educational goals and a defined course of study; and support high-quality curriculum, instruction, and support services to students especially those who enter college requiring additional support learning English, ESL, and mathematics to ensure completion of a course of study in a timely manner.

**Reporting Relationship**

The Student Equity & Achievement (SEA) Committee will report to the Academic Senate and to College Council via the Vice President of Student Services.

**Voting Members:**

Co-Chair – Director of Student Equity & Success  
Co-Chair – Faculty from a discipline that offers Basic Skills courses\*

Administrator – Dean of Arts & Humanities  
Administrator – Dean of Science, Technology, Engineering, and Math   
Administrator – Dean of Student Services  
Administrator – Vice President of Student Services  
(Could be 4 at-large administrators)

Classified Professional – Academic Services #1  
Classified Professional – Academic Services #2  
Classified Professional – Student Services #1  
Classified Professional – Student Services #2  
Classified Professional – can be either from either Academic Services or Student Services

Faculty – Arts & Humanities Division  
Faculty – Business, Health, Athletics & Work Experience Division  
Faculty – Science, Technology, Engineering, and Math Division  
Faculty – Social Science, Library, Public Safety & Career Education Division  
Faculty – Librarian  
Faculty - Counseling

Student – Las Positas College Student Government – Representative #1  
Student – Las Positas College Student Government – Representative #2

**Non-Voting Members:**

Administrator – Director of Research, Planning, and Institutional Effectiveness

**Term:** 2 Years

**Quorum:** Members = 19; Quorum = 10

**Sub-Committee – Basic Skills Subcommittee – Reports to SEA**

The sub-committee will have representation from the former Basic Skills committee members or those with interest in Basic Skills, and who are equity-minded. The sub-committee chair and one other member are to also serve as voting members (faculty) of the larger committee.

**Basic Skills Committee (BaSK)**

Charge: The Basic Skills Committee is responsible for supporting success of Basic Skills and language acquisition students across the curriculum, including successful enrollment, retention, transfer, completion of transfer level math and English, and degrees and certificates by:

• Gathering, reviewing, and assessing data on student success and equity   
• Identifying, coordinating, and publicizing best practices for meeting students’ educational needs, including coordinating with SEA and Professional Development;   
• Planning, creating, implementing, and publicizing strategies for removing barriers and addressing educational gaps;   
• Supporting innovation in process and instruction.

**Reporting Relationship**

The Basic Skills Committee will report to the Student Equity and Achievement Committee.

**Voting Members:**

Instructional Faculty (3)   
Counseling Faculty (1)   
Librarian (1)

**Non-Voting:**

Chair: Faculty from a discipline that offers Basic Skills courses\* - same as co-chair of SEA  
Director of DSP&S or designee (1)  
Academic Dean (1)  
Student Services Dean (1)  
Director of Student Equity and Success (1)  
Non-credit Specialist (1)  
Faculty, Adjunct (1)   
LPCSG Representative (1)   
  
**Term:** 2 years

**Quorum:** 5 Voting Members; Quorum = 3