**Basic Skills Committee 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

* Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
* Provide necessary institutional support for curriculum development and maintenance.
* Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
* Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

# Meeting Name

**Members:**

Angelo Bummer  
Julia McGurk  
Jennie Graham   
Angella VenJohn  
Frances Hui

**Non-Voting Members:**Don MillerBarbara Morrissey   
Erick Bell  
Brandon Byrne (ASLPC)  
Ashley McHale (Co-Chair)  
Michelle Gonzales (Co-Chair)

1/25/2017 *| 2:30-4:30pm |* Room 2411A

**Agenda Item Presenter**

1. Call to Order: 2:39 – Present A.VenJohn, J.Graham. B. Byrne. A Bummer, Frances Hui, Erick Bell, Julia McGurk, add other student, Don Miller Chair
2. Review and Approval of Agenda Chair
3. Review and Approval of Minutes (11/30/16) Chair
4. Transformations Grant Update: Hired Elena Cole in Prof dev position, Math working on common assessment mapping, creating co-requisite courses with grant funds, in-process to hire p/t on class researcher, still need to hire assessment technician.
5. ASLPC Update: Career & Transfer workshops spring 2017, in conjunction with counseling, sponsored by the HSI grant. Jared Howard created the great flyer, and he will send this flyer to faculty via e-mail; will encourage fac to give extra credit if they want. Grammar and citation workshops will resume again this semester. RAW center exploring a workshop series as well given the popularity of the workshops that Brandon has organized. Text book loaner program is having some difficulty knowing which books to order; Jennie pointed out that the faculty do give this info to the bookstore. A list can be obtained. Student gov is having some trouble determining which books to order – they want to order books that are the most commonly used. Students get to rent up to 3 books for $30 – funds are funneled through the Foundation who purchases the books for ASLPC. Math is creating a graphing calculator loaner program.
6. Spring Flex Day Planning (2/21/17)
7. CORA – paid for by Equity, only one of the creators will present, Michelle and Erick will be introducing them.
8. ESL – students, fac, and classified professionals will present. Julia said working on it has been fun.
9. Metacognition and Math Anxiety – Shanna Erickson will hold this workshop.
10. Review Data   
    a) English Placement Results; ~~Student Surveys~~ – Looked at English 1A fall 2016 student success data – counseling’s experience is that students are still being ping-ponged back and forth. Angella feels this needs to be involved. It disadvantages our students. How do we resolve this? Let’s present our success data at conferences and to the board. Chabot is telling students that our 1A is not equivalent to the Chabot 1A. Rajinder said that he’s never seen an initiative make such a wide-scale difference so quickly  
    b) RAW Center Survey Results  
    c) Math Jam – January 2017 math jam had over 200 students participating, 57 jumped one or more levels,, one of Ashley’s student’s jumped 3 levels in five days! She hadn’t taken the placement test; put herself in 107. Many of these students are just preparing for their next level because those courses are required for them. Angella asked how we institutionalize Math Jam? VP Bennie is super supportive. HSI is paying the STEM coordinator for 5 years -- life of grant. BaSk paid for 22K of Math Jam, but there were other costs. 80K per year The committee will explore getting funds – looking toward Sandi, Livermore Lab. Don Miller asked if Math Jam could fit under Equity to institutionalize it. Michelle said that English not inclined to create a similar program given that we are skills based and knowing that GPA is a better predictor of success. Math knows Math Jam needs may changed when they move to MMAP placement.
11. Teachers Teaching Teachers – PD funds proposal (Frances Hui) TTT wants to resume and hold at least two sessions this semester. Elena Cole helped create the original program. TTT is looking to BaSk for funding. Format – no complaining no whining, no war stories, just strategies that work. Will now be called TI – Teaching Institute. Requesting 500-1K, funds to be used for food and not payment of faculty. Faculty may be asked to present but that would still be unpaid. Ashley before we vote, we need to looked at the BSI Funding Guidelines
12. BSI Funding Guidelines – Discussion – guidelines say funds must be reasonable and justifiable. Ashley says it’s more reasonable to buy food than to pay the F-rate and more cost effective. It’s justifiable because we are offering a low-cost professional development opportunity. Vice D. Brady suggested that the committee set guidelines to set a reasonable limit per prof dev training to spend on food. She also suggested that we set a total amount of food for the year. All this will show we are not being extravagant. $25 per person, excluding tip & alcohol, 20% of the professional development allocation. For 2017, it will be $1200. Frances wishes to encourage faculty to seek prof dev proposals for CA Great Teachers Seminar and to say BaSk could fund the costs if approved by prof dev. Ashley feels we need to revisit our prof dev procedure. Erick suggests we go the Pro Dev route, one process, come to us, no BaSk cap, we’ll decide on case-by-case basis.
13. CAI – Common Assessment Initiative – Math wants to move forward with MMAp, but we don’t have someone to program accuplacer, so they decided to wait for common assessment. Next steps for this committee will be to decide when we’d like to adopt if we want our preference to be factored in by the CAI.
14. Meeting Dates   
    a) Upcoming BaSk Mtgs: 2/22, 3/29, 4/26
15. Good of the order
16. Adjournment