**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 (absent)  
Frances Hui

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

Visitors:

Ashley Young

2/22/2017 *| 2:30-4:30pm |* Room 2411A

**Agenda Item Presenter**

1. Call to Order 2:36 pm Michelle
2. Review and Approval of Agenda Frances/Jennie Michelle
3. Review and Approval of Minutes (1/25/17) Julia/Jennie
4. Transformations Grant Update

Grant Evaluator coming next week ; Burt Peachy works with HSI grant as well so with the crossover between BSSOT and HIS makes sense; Quarterly report due April; Eng department had first effort toward PD in Eng 1A: 10 full-time, 10 part-time faculty attended norming session around early semester essay assignment – end result: creating rubrics for A, B, C… paper. Similar activity around research project assignment. Eng 104: Exit exam worth 1/3 of grade; Comprehensive written essay; wondering if this should be done in 1A instead (or in addition to), but not sure: maybe essay or portfolio – beginning stages

Math – added Math 34 to corequisite courses

Question if rubrics are shared with students – YES, both in English and ESL

Question to Brandon (student) if he has seen rubrics and what he thinks of them; seen them in Library skills classes; students generally may not know what a “rubric” is (but they may know or have seen them)

For the research paper, Angelo does a norming in his class, pull a research paper from a previous class and have the students grade it. (Students fill out waiver to use paper in future class)

“My favorite No” – could be done similarly in math with student work and grading

1. CAI/Placement

English is complete on Mapping

ESL wants to meet with English; with one assessment these departments need to collaborate; English meets 2nd week March

Math has a few more classes to complete, then there will be an activity in March/April for departmental feedback

CAI: no longer implementing now (due to delay); we can give them a suggested date to consider

Math wants multiple measures now – go ahead with Accuplacer. When English went to MMAP, someone did a favor to help with programming to make the changes in Accuplacer.

We met with VC Johns and Jeannine Methe, who will contact Accuplacer for a webinar to help with the changes.

ESL looking at more multiple measures for placing students (adding TOFOL)

1. Budget (Below) (Please see chart below)
2. Spring Flex Day Reflections (2/21/17)

* ESL – Excellent session!! We loved the active learning and two panels; student feedback was very positive, “honored”
* CORA – great keynote – At end, gave recommendations for institutions and divisions and faculty; will be sent out to campus;

Elena is doing Habits of Mind Training the Trainers – everything is about relationships!!

One charge for BaSk is to support PD in basic skills, so we continue our commitment to supplement PD on our campus

* Future PD possibility – CCEAL (Community College Equity Assessment Lab) – sign up with email, have access to 45min-1hour webinars, only free until FALL 2017; will be asking colleges to become part of consortium ($700/year after Fall 2017; this is a bargain); could be used as variable flex. Michelle to ask Equity to pay for it.
* NCCMC 3rd Annual Convening “Working Group Meeting” (June 8-9 in San Diego Registration for 5 ppl is $500 (not including room/board/travel)

1. WASC Assessment Academy – PD funds proposal John Ruys

Ashley to talk with Roanna; email committee results.

1. [Integrated Planning](http://extranet.cccco.edu/Divisions/IntegratedPlanning.aspx)

Equity & SSSP & BSI going to one report and plan – due Dec 1; must be board approved.

Expenditure guidelines changed to “reasonable” and “justifiable”, and ultimately decisions are on the college/district. New guidelines on “integrated planning” website at State Chancellor website

1. Meeting Dates   
   a) Upcoming BaSk Mtgs: 3/29 (5th Wed!), 4/26

Item to set budget in April.

1. Good of the order
2. Adjournment 3:59pm