**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.
* Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
* Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals

# Basic Skills Committee

**Members:**

Kent Gomez   
Frances Hui   
Julia McGurk  
Jim Ott  
Mark Tarte  
  
**Non-Voting Members:**Thomas Allen  
Erick Bell  
Elizabeth David  
Michelle Gonzales (Co-Chair)  
Leanna Jack   
Nessa Julian   
Ashley McHale (Co-Chair)

2/28/2018 *| 2:30-4:30pm |* Room 2411A

**Agenda Item Presenter**

1. Call to Order - 2:34pm MG
2. Review and Approval of Agenda MG
3. Review and Approval of Minutes (Jim/Julia)
4. Expanding Proctoring Services Julia/Erick

Julia and Erick met with VP William on Friday; Ask was, could we use proctoring center in DSPS for more than just identified disabilities? (ESL as a test, and then to those who need more time). Answer: NO. William did some research before the meeting. State has apportioned certain funds for students with identified disabilities, with equipment dedicated to those students. Proctoring center on 2018 Facilities Master Plan. William seems adamant to find a pathway to help needed services for ESL students.

Program Review process – programs are including the need for a proctoring center and staff.

Conversation on identified disabilities, particularly with non-traditional students; Julia will join the task force.

PTSD – Significant number of ESL students suffer from PTSD, Veterans Center offers help; as long as PTSD is documented by a health practitioner.

Yesenia – students express that they do wish they had more time for tests.

Michelle thinks that for students of color, the council of elders of color on campus could help educate the instructors on the need for additional services.

Leanna will look into the parameters around PTSD and referral on campus. Julia will ask Donna about Assessment ctr use

1. Math Placement Data Ashley  
   Ashley shared Placement data from Math and recent Math Jam (attached at end)
2. 2017-2018 Budget Allocation
   1. Unified plan   
      (Search “Unified Plan” on LPC website) Increase completion and persistence for DI students – Tutoring for DI groups (?) BSI cmte agreed to support training and funding of DI specialized smart shop instructors  
      ESL – supporting Smart Shop development; study smart shop success; support library cataloging project for ESL program  
      Increase Transfer/Degree – smart shops workshops  
      English – RA, BSSOT activities;   
      Math – Professional Development; Math Jam

Students feel more math tutoring is needed; Embedded tutors for specific basic skills classes (MG) Students struggle with asking for help from instructors; Yesenia – some students are too prideful to ask for help, some don’t know they need help. Students connect with other students.

\*\* We need to send the students to a person, not a service, or bring the human to them.  
Tutoring issue – limited hours; early morning services, late morning services; NetTutor can be limited; maybe students who have been successful with using it can testify to it.

* 1. Committee proposals MG  
     2017-18 budget allocation: $112,601
* Frances – Teaching Institute continuing
* Sending one or two people to Great Teachers Conference
* Print cards for students who need it (students need to be identified, maybe start with DI)
* Library collaboration with ESL faculty BELL (Basic English Learner Library); OverDrive. How do we market it? Smart Shop Workshop!
* Need – Emergency Relief Scholarships for Students - please research this and report back
* Julia – class sets of dictionaries – can we buy a bookshelf? – YES!
* ESL needs to create a new branch of ESL – VESL (Vocational ESL) currently VESL for vineyard workers in LVM; do we have funding for conferences? Yes!

Kent – is it possible to visit a campus to find best practices in spending basic skills $? (DeAnza is doing some amazing things) Identify schools with large BS populations and find out what they’re doing? Many ideas from BSSOT RFA

\*\* Email people about Basic Skills Webinar –

Will summarize for next meeting and finalize our list at next meeting

1. Smart Shops – spring 2018
   1. Biology/ESL/Math –

Bio – working on several smart shops for this semester

ESL – students love the support! Grammar workshops with 20 students! Students are suggesting workshop ideas

Math – going well!

* 1. Ongoing marketing

Michelle reached out to Nessa Julian (interim co-coordinator of student government); Jared and Michelle had the idea to ask the student government how to market the smart shops to students

Nessa also has ideas for smart shops

Smart shops task force – everyone are doing extra work to get this off the ground; excited about interdisciplinary nature of the program

Unified plan – support ongoing grant initiatives – Smart Shop coordinator

Can we encourage faculty to offer referral extra credit – student can refer other student to attend the workshop

English has created handouts for workshops; hopefully ESL and Math will follow

1. (NEW) Committee Charge – stays same
2. Next Meeting: 4/25/18 MG

March 21 – due date for any additions to budget proposals; MG/AM will send a reminder

1. Good of the order

* Michelle and Ashley have one more year as chairs. If someone is interested in chairing the committee, please let us know that by the end of the semester; Michelle and/or Ashley will continue as committee members after that first year and we would like to help you as you learn. 3 CAH
* 1st annual ESL picnic 4/27 – international pot-luck! 12:30-2:30 in Amphitheater and 4000; campus is invited to participate!
* Library has new resources! Newspaper database; JSTOR (collection of scholarly journals); streaming videos; Overdrive

1. Adjournment 4:31 pm
2. Cheating Scandal on campus – students are using different online sites to upload work and sell to other students, or get assignments for free if you upload.

VP is calling them into his office; Honor code being looked at

Math/Math Jam Data

Placement Recommendations:







