



Basic Skills Committee Minutes

4/25/2018 | 2:30-4:30pm | Room 2411A

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)

Agenda Item

Presenter

1. Call to Order 2:40

Present: Dave Badal, Jim Ott, Elizabeth David,

Paula Shoenecker, Julia McGurk, Frances Hui Ashley

2. Review and Approval of Agenda

Jim: Motion, Frances: second Ashley

3. Review and Approval of Minutes

Jim: Motion and Julia: second

4. Funding Requests

- a) RAW Center MG

Richard Dry's proposal: 7K for 594 hours, same schedule as last semester.

- b) Biology Smart Shops AM

Segal to give us info –maybe adding some, will teach 8 of their previously developed workshops.

- c) Library: \$1700 to pay part-timers to teach Smart Shop workshops (full-timers) will no longer teach them.

- d) ESL: needs a cabinet for dictionaries bought with BSI funds – asked how to find one on campus not being used. New budget request:#1 continue work on Bell collection in the library – very successful; students checking out books for first time, and it's making a

difference in teaching. Need additional fund to level 300 books recently purchased; e-book collection also needs leveling. Requesting pay for 6 instructors for 6 hours @ \$1746. #2 Continue to build the collection, visit local libraries to see their collections, and get a jump on leveling and ordering: 5 instructors, 6 hours of work @ \$1500. #3 In service training with library with 12 instructors and 5 librarians for 6 hours @ \$4998. #4 ESL library projects, requesting time for ESL instructors to work with librarians to set outcomes, expectations, and revise the projects for scaffolding, and time to meet to review. Requesting 12 instructors X4 hours @ \$4700

- e) Revising 90K allocation: Tutorial needs are a question, Library staff funds only 17K, No books, ESL just the requests above, Teaching Institute 1K, Great Teachers \$1420 per person, \$100 for travel, for a total of 37K for two people.
- f) Committee is considering allocating pot of funds for Print Cards/Emergency Scholarship. MG suggested that the committee do more research with Frances' help and create a transparent process.

5. AB705

MG

English will cut 100A, likely offer a few sections of 104 that student can volunteer to take, most students with GPA below 2.5 will move to Eng1A with co-req to meet the mandate: fall 2019

Elizabeth David is suggesting supplemental instruction for the English co-req courses and/or to support students in English and Math classes.

ESL: Julia is concerned about ESL students who go to 1A before ready. ESL supplemental instruction could be great in the co-

reqs. Maybe make a section with ESL supplemental. When students get their placement

Math: piloted supplemental instruction 2-3 years ago, not successful because student schedules didn't match up with the tutor schedule. Co-requisites already going into fall schedule, but probably not continued in the future b/c they are basic skills co-requisites. Their co-reqs are taught by the same instructor. Math is not following the mandate yet. Math 55 will be part of the engineering tech cohort goes with co-req C01. All their co-reqs are two-units; math (and English) would like the co-reqs to be non-credit courses. 8 weeks courses allow students to be calc ready or transfer-ready in one year.

Paula S. No more learning skills courses, and there will be no more testing – only student with documentation will get DSPS services.

- | | | |
|----|---|--------|
| 6. | 2017-2018 Budget Allocation | Ashley |
| | See above | |
| 7. | Smart Shops –Fall 2018 | MG |
| | a) New Schedule in May | |
| | b) New Workshops | |
| 8. | BaSk Coordinator - Fall 2020/Block Plan | |

Nessa reported that there may be consolidation of the the three funds SSSP, Equity, BSI. We will know for sure once the budget is signed. Will funds be allocated to colleges or to the district first? For SSSP and Equity they are operating under the assumption that they'll get the same allocation, but they may not. We all may get less; who knows. Elizabeth David reported that the funds will likely be the same for this coming year until more formal decision will be made – likely two years from now. We should be conservative in our future planning – probably we should reduce.

Nessa said that College Counsel will be discussing governance, committee charges, membership, etc.

9. Good of the order ESL Open
House; several tours, A&R workshops, combined assessment and orientation. E. David mentioned Fast-Pass Registration, April 30
10. Adjournment 4:37

Addendum: Additional request through email regarding additional RAW Center funding \$7620 to cover additional hours of RAW Center in the library on the weekend and/or evenings. See attached document email string. (Note: total \$7620 is split in 2 places, highlighted on attached document).

From: [Richard Dry](#)
To: [Frances Hui](#)
Cc: [Julia I. McGurk](#); [Jim Ott](#); [Michelle Gonzales](#); [Mark Tarte](#); [Thomas Allen](#); [Erick Bell](#); [Leanna Jack](#); [Nessa Julian](#); [Ashley McHale](#); [Meghan Swanson](#); [Justin Garoupa](#)
Subject: Re: ANOTHER Increased Budget Allocation Request
Date: Tuesday, May 22, 2018 8:58:14 AM

Thank you all. I hope that this turns out to be a wonderful way to support our weekend students. I will email our instructors to see if anyone is willing to tutor on Saturday. **Frances**, what hours do you suggest?

--Richard Dry

On May 22, 2018, at 8:18 AM, Frances Hui <FHui@laspositascollege.edu> wrote:

Yes!

On May 22, 2018, at 8:16 AM, Julia I. McGurk <JMcGurk@laspositascollege.edu> wrote:

I second and vote yes.

~Julia

From: Jim Ott
Sent: Monday, May 21, 2018 3:51 PM
To: Michelle Gonzales; Frances Hui; Julia I. McGurk; Mark Tarte
Cc: Thomas Allen; Erick Bell; Leanna Jack; Nessa Julian; Ashley McHale; Richard Dry; Meghan Swanson; Nessa Julian; Justin Garoupa
Subject: Re: ANOTHER Increased Budget Allocation Request

I move approval and vote yes assuming a second. - Jim

From: Michelle Gonzales
Sent: Monday, May 21, 2018 3:29 PM
To: Frances Hui; Jim Ott; Julia I. McGurk; Mark Tarte
Cc: Thomas Allen; Erick Bell; Leanna Jack; Nessa Julian; Ashley McHale; Richard Dry; Meghan Swanson; Nessa Julian; Justin Garoupa
Subject: ANOTHER Increased Budget Allocation Request

Good Afternoon, Committee,

Frances made a great suggestion when we were allocating funds to the RAW Center last week, and that was to fund additional hours to have a RAW tutor in the library during their Saturday hours, and the RAW Center coordinators (Richard Dry and Meghan Swanson) agreed.

I think that this a particularly good idea for a number of reasons:

1. support weekend students
2. to help us meet the accreditation mandate of support services for evening/weekend students
3. provides support in the library
4. further encourage use of the library on the weekends (as Frances said)

Here is what it would cost -- we need at least 3 votes to pass it. Ashley and I are not voting members.

COST

3 hours for 14 weeks x 2 semesters is approximately \$4,620 for the year (approximately because each tutor gets paid differently depending on schedule placement.).

Michelle

From: Frances Hui

Sent: Tuesday, May 15, 2018 11:56 AM

To: Jim Ott; Julia I. McGurk; Michelle Gonzales; Mark Tarte

Cc: Thomas Allen; Erick Bell; Leanna Jack; Nessa Julian; Ashley McHale;
Richard Dry; Meghan Swanson
Subject: RE: Increased Budget Allocation and a Request

Yes!

FYI, the library will be open on Saturdays in the fall. If there is interest for the RAW tutors to have hours on weekends, it might be a nice option to have the services centralized in the library...just an idea.

Frances

From: Jim Ott
Sent: Tuesday, May 15, 2018 11:31 AM
To: Julia I. McGurk <JMcGurk@laspositascollege.edu>; Michelle Gonzales <MGonzales@laspositascollege.edu>; Frances Hui <FHui@laspositascollege.edu>; Mark Tarte <MTarte@laspositascollege.edu>
Cc: Thomas Allen <tallen@laspositascollege.edu>; Erick Bell <ebell@laspositascollege.edu>; Leanna Jack <ljack@laspositascollege.edu>; Nessa Julian <njulian@laspositascollege.edu>; Ashley McHale <AMcHale@laspositascollege.edu>; Richard Dry <RDry@laspositascollege.edu>; Meghan Swanson <MSwanson@laspositascollege.edu>
Subject: Re: Increased Budget Allocation and a Request

That's great news about the increased funds. I vote YES on the proposal! - Jim

From: Julia I. McGurk

Sent: Tuesday, May 15, 2018 11:09 AM
To: Michelle Gonzales; Frances Hui; Jim Ott; Mark Tarte
Cc: Thomas Allen; Erick Bell; Leanna Jack; Nessa Julian; Ashley McHale; Richard Dry; Meghan Swanson
Subject: Re: Increased Budget Allocation and a Request

Absolutely a 'yay'

Thanks!

~Julia

From: Michelle Gonzales
Sent: Tuesday, May 15, 2018 10:34 AM
To: Frances Hui; Jim Ott; Mark Tarte; Julia I. McGurk
Cc: Thomas Allen; Erick Bell; Leanna Jack; Nessa Julian; Ashley McHale; Richard Dry; Meghan Swanson
Subject: Increased Budget Allocation and a Request

Hello, BaSk Committee,

Ashley and I have learned that our BSI allocation is much bigger than for what we planned. We planned for \$112K, and due to (I think) the budget surplus (and probably AB705), we have been allocated \$163,832K. I made this announcement at the Academic Senate meeting last week to let people know that they could look to our goals in the Unified Plan and make requests.

The RAW Center coordinators (Richard Dry and Meghan Swanson) has made such a request – see below. Please weigh in, voting members in particular, on the request with a simple Yay, or Nay. Keep in mind that tutorial services is still a campus planning priority,

and that the RAW Center serves all students with help on any reading or writing assignments.

The RAW Center is eager to schedule for fall, so getting back to me quickly would be appreciated.

Thank you for all the thoughtful work you all have done all semester.

Michelle

-----Original Message-----

From: Richard Dry

Sent: Monday, May 07, 2018 6:08 PM

To: Michelle Gonzales <MGonzales@laspositascollege.edu>; Meghan Swanson <MSwanson@laspositascollege.edu>

Cc: Ashley McHale <AMcHale@laspositascollege.edu>

Subject: RAW Evening Hours

The RAW Center would like to request funding to pilot 2 evening hours per week next year. This pilot would run for 14 weeks/semester.

I believe that this would provide more equity/access for evening students who might not be able to arrive on campus before 5:30 pm.

The cost of this pilot would be \$1,500/semester for a total request of \$3k.

Thank you.

--Richard Dry