**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

**Present Voting Members:**

Tracey Coleman, Faculty

Frances Hui, Faculty

Leslie Payne, Faculty

Michal Shuldman, Faculty

Michelle Zapata, Faculty

**Present Non-Voting Members:**

Amy Mattern, Dean

Jin Tsubota, Faculty

Shawn Taylor, Director SEA

Rodrigo Saucedo, LPCSG

Ashley McHale, Chair

Julia McGurk, Faculty

Joanna Jen, Faculty

October 23, 2019| 2:30-4:30pm | Room 2411A

**Agenda**

1. **Call to Order 2:39pm**
2. **Review and Approval of Agenda (MSC: Tracey Coleman/Leslie Payne)**
3. **Review and Approval of Minutes (April 24, 2019, September 25, 2019) (MSC: Michal Shuldman/Tracey Coleman, with corrections to “New Business” ESL section – strike through)**
4. **Action Items (none)**
5. **Old Business**

* Equity-themed FLEX day in Spring 2020 – March 10, 2020.
  + We reviewed the recent FLEX day and commended the Keynote Speaker Dr. Newton Miller, Request to have Leslie Payne (The ESL Experience) and Tracey Coleman, Melissa Korber and Kimberly Burkes (Model the Way) repeat their presentations for spring.
  + Michelle Zapata suggested to have a breakout post-keynote.
  + There were additional sessions for “How to…” with tangible items like targeted intervention, equity minded syllabi; and a better balance between PD and workgroups
  + Suggestion for department and interdisciplinary work, like On Course though cost will matter
  + Suggestion for 2020 skills driven keynote, on par with the 10 strategies/best practices from fall 2019
* Discussed the need to a faculty resource list, link to add to Canvas/student resource guide
  + Some student resource guides already exist – housing, Veteran’s, ESL, etc
  + Basic Skills is interested in consolidating and making available to faculty, classified professionals and students and will work to gather resources.

1. **New Business**

* Review Enrollment Data for AB 705 Classes – English; looks good, as expected enrollments are high.
* As the Math Department begins reviewing success data to require or not the concurrent support courses, Math plans to hold campus-wide discussions in order to group decisions, avoiding decisions in isolation.
* Equity “Tune-ups”: brainstorm ideas for regular effective discussions
* Discuss Meeting Schedule for remainder of fall semester

1. **Updates** 
   * SEA Committee Report Thursday 10/17/19

Funding form in process

Budget in development

* + Smart Shop updates

Part-time faculty are leading many workshops, especially in Bio

Currently working on a process for embedding Smart Shops online

Calendar for spring will be finalized in November

1. **Adjournment 4:17pm**
2. **Next Regular Meetings:**

* ~~November 27, 2019~~ (Thanksgiving holiday)
* January 22, 2019