10/4/13 BSC Minutes


Absent: Marty Lee, Jim Cason, and Mary Kay Rudolph

1. **Announcements:**

   Motion made to approve 9/6/13 minutes seconded and approved.

   On October 25, Chabot College will host a 3CSN-sponsored workshop on “Threshold” concepts. Threshold concepts are core concepts students need to master in order to move to the next developmental level. Let Ann know if anyone wants to attend.

   Connie provided an update on counseling visits. She did 5 visits in August; 20 in September; 9 in October; 5 in Petaluma; 4 in ESL. We’ve hired three new Counselors to help provide these Counseling visits: Nicole and Troy in Santa Rosa, and Nancy in Petaluma. In total, we’ve reached 1,075 students. Connie is starting second round of Counseling visits.

   BSI resolution for staffing. College Skills and ESL were not named as hiring priorities, even though we have full-time ratios of 18% in ESL and 23% in College Skills. A motion was made to prepare a resolution to present to Academic Senate regarding critical staffing shortages in College Skills and ESL; this resolution will also be presented to Dr. Chong, Mary Kay Rudolph, Jane Saldana-Talley, and the faculty staffing committee. Gary Allen and Julie Muzzatti will take the lead in drafting the resolution. Unanimously approved.

   English JAM Sessions to prepare for the English Placement test. In the Fall, we’ll offer a total of 10 sessions: 7 in Santa Rosa, 3 in Petaluma. Li’s staff is handling registration.

2. **CCCCO 10/10/13 Report:**

   Committee reviewed draft report; 1) financial report and 2) narrative responses to Chancellor’s questions. Committee expressed frustration in using the cohort tracker, as some of our levels do not match the levels in the tracker.

3. **Committee Goals:**

   How do we want this committee to function for the remainder of the year? Do we want to change our existing charter, how frequently we meet, committee membership? Do we want an executive committee? What goals do we want to help us measure our progress?
While we’ve established BSI goals, we have yet to establish our committee goals for 2013-2014. Kris looked at the committee function as stated in our charter and noticed the committee evolved and has changed its function. She suggests we update our function and then set our goals. We also need to find out about new Student Success committee to make sure we are not overlapping.

4. **Charter additions:**

   The committee discussed its purpose and brainstormed the following committee functions:
   1. Identify and promote success of basic skills students across district. Share best practices and theory.
   2. Make recommendations about BSI funds.
   3. Data analysis
   4. Recommend faculty professional development – teaching/learning institute
   5. Integrate efforts (disciplines and services)
   6. Link to student success committee
   7. Advocacy for basic skills student and intervention strategies
   8. Scheduling recommendations
   9. Dialogue/vision/inquiry fig/innovation

5. **Discussion:**

Lauren, Gary, Julie and Victor will meet to discuss ways to integrate College Skills, ESL and English.

Anna suggested having 5-minute department reports that include information about department initiatives, how BS funds are being spent, what departments need, etc.

Ann suggested making sure basic skills is integrated with CTE. She can bring us information from other colleges.

Timekeeper may be ready by January 2014.

How can we better serve Latino and basic skills students? SRJC’s population is 1/3 Latino. Being a HSI should be a focus of the strategic plan.

Questions for future discussion:

1. **Scope of committee:** how should we deal with cohort tracker and the college success scorecard – does the committee have a specific role in processing and distributing its influence?
2. **Do we want to set up a formal structure for having monthly reports from different departments?**
3. **Do we want a sub-committee charged with processing and presenting data questions to the committee?**

Adjourned at 11:00

Next meeting is November 1, 2013