

BSI MEETING MINUTES
Friday, August 31, 2012
Sam Karas
1:30p – 4:50p

Members Present: Heather Burton, Caroline Carney, Traci Catania, Merry Dennehy, Alethea DeSoto, Laura Franklin, Adria Gerard, Jamie Gerard, John Nelson, Paula Norton, Celine Pinet, Kim Shirley, Catherine Web

Members Absent: Carsbia Anderson, Grace Anongchanya, Eileen Crutchfield, Sudeshna Nand, Terria Odom-Wolfer, Kathleen Rozman

Guests: Molly May, Larry Walker, La Ron Johnson, Fred Hoekstaedter

Staff: Diana Tomasi

Timeline

Laura reviewed the shared governance timeline for approval of the 2011-2012 End of Year Chancellor's Report. The committee approved Caroline, Kim and Laura to proceed with the report for this process and send to the committee for final approval.

2011-2012 End of Year Report to the Chancellors Office

Laura presented the Financial Report and reviewed the 3 year funding cycle (the funds we receive from the state for BSI are valid for 3 years). She also gave an overview of how the Chancellor's Office requires the expenditures be reported by category. In summary, we spent all of the funds that expired June 30, 2012 plus \$6,208 of the \$90,000 that expire in June, 2013. We also have an additional \$90,000 that will expire in 2014 to fund BSI Projects, and we have \$90,000 that will expire 2015 (the allotment from this year).

Counseling Department Proposal - \$25,605

Larry requested that BSI help fund counseling services because budget conditions that did not allow the college to fill the fulltime tenure track counselor position focused on Basic Skills. The proposed \$25,605 would cover \$50/hour for 10 hours/week over 45 weeks. This would be a year-round effort and would start prior to the beginning of the semester (2 weeks before classes start), making it 19 weeks in the Fall, 5 weeks during Early Spring, 18 weeks in Spring, and 3 weeks in summer. Larry noted that since there is history of this position and we know what works, it would be nice to continue the momentum versus not having a basic skills counselor. The proposal will essentially add 10 hours to Heather Burton's schedule, making it more in line with what was happening before. This is a prime example of BSI funding to institutionalize. It was institutionalized, but the budget didn't allow it to be continued.

There were questions and discussion. The committee wanted to know how this project compares to the 14 hours/week Heather did last year. Larry indicated that it was essentially the same, just spread out to better handle peak times and have a better impact on students.

Merry asked how the Counseling Alert project and this project compared and how they dovetail. Alethea stressed that it will shift the roles from Early Alert to the Counseling Department working to get students to see counselors. She feels the projects marry well. Larry explained that the counseling project proposal was made under the assumption that there was a F/T counselor. This new proposal addresses the need to back-fill hours of counseling.

Laura announced that Alethea will be working at the Marina campus coordinating Student Services, plus she'll be doing some outreach, which is sorely needed. She pointed out that there is a large basic skills population in Marina.

Paula mentioned that with the overall MPC 50% reduction of categorical funding there was a need to re-align the funding for the Marina campus and stressed how important it is to have a counselor at the Marina campus. Laura explained some of the financing for the Marina campus and the need for a counselor there for students and to be able to move us to full center status, which requires 500 FTES. The specific breakdown of funding was not available for this meeting, but allocation for student services is used for many different services throughout the campus.

Kim moved to approve this project, Tracie 2nd – all approved

2011-2012 End of Year Report to the Chancellors Office

Narrative Response – Kim reviewed what was required by the Chancellor's Office for the Narrative Response: "Knowing what you know now about basic skills and implementing basic skills interventions on your campus, what would you have done differently over the last five years with regards to your basic skills initiative work?"

- It is so important to make sure you have complete support from departments and counseling. They should indirectly be on the same page and help prevent barriers. Communication should be emphasized especially when working within a department. How is that going to happen?
- Projects should be based on data that can support the decisions that are made
- It is important that it be part of the Academic Senate to get buy in support
- From the counseling department perspective – there have been so many changes...transfer of baton, if you will, that clarity doesn't always transfer and can result in the lack of consistency.
- Projects should be data driven – how to collect, structure and follow thru.

- Some of the best benefits come from paying attention to data. People in BSI know how to measure success, plan better projects, and have data available. Beyond the data, you need to think through how to do what you do in projects – or just have data available at the end, but know how to inform.
- Participate in meetings – inclusive

Further Discussion followed. Guest Fred Hoeckstaedter suggested that the committee do something BIG - one large project. Other comments included the following:

- What kind of research needs to be in place before deciding on projects to fund.
- How can we do a big project if we don't know what is involved? What kind of research is needed? Data? We need to have a good overview of who are we and what do we do!
- The data show small numbers, which makes it challenging.
- We need to know so much more about what people do and have a deeper knowledge of this group of students.
- The college has really improved and come together. We still need to work on coordination, but we've nailed what we need to work on, we just haven't solved the issue.
- We need to keep an eye on the finances.

Laura gave an overview of the budget with the additional \$25,605 for the Counseling project.

Cohort Analysis –Caroline presented a slide show on the Analysis of Basic Skills Cohorts for English, Math and ESL (copy attached). This prompted an abundance of discussion about using data from these departments to formulate goals. Concern was expressed about the goal(s) being too aggressive and departments not able to back it up. Another concern for the ENSL students is the issue of residency effecting “success” as measured by completion of a transfer level class. One idea was that perhaps we could focus on a progression goal? The point was made that there were many types of success and that the data tool is only showing one type. Ultimately, those present from the English and Math departments did not feel comfortable having the goal(s) include the English and Math department data without approval from their departments. It eventually became clear that these issues were not going to be resolved during the meeting. Fred recommended that the Academic Senate make a special request to make an exception in the usual governance procedure and possibly have only 1 reading at College Council, instead of 2, to allow more time for the committee to come to an agreement. All of the members of the Senate and College Council present thought they could support this request. It was the general consensus of the committee that we try this. The meeting ended at 4:50p.