

BSIT Meeting Summary Notes

6 October 2016

3:30-5PM

Present: E. Pham, F. Rivera, R. Tragarz, A. Frost, L. Wright, A. Williams, A. Freese, D. Escobar, A. Voelcker, M. Flores, D. Collins, D. Salcido, M. Roe, R. DelaTorre, L. Wright

I. Quarterly Reports

Maureen distributed the first quarterly report submitted to the Chancellor's Office on September 30. She apologized for not giving department/program representatives the opportunity to review the document prior to submission. The deadline came on faster than this allowed. However, for all future reports, members will be able to provide input/feedback a week prior to the submission date. Everyone present took a moment to look over the reported activities and approved of the process from this point forward.

Due Dates: Dec. 31, 2016 (SCC deadline will be 12/9 due to the end of the fall semester); March 31, 2017; June 30, 2017; Sept. 30, 2017; Dec. 31, 2017; March 31, 2018; June 30, 2018; Sept. 30, 2018; Dec. 31, 2018; March 31, 2019; July 31, 2019 (FINAL REPORT)

II. BSI

Reminder: No BSI report is required this year. Next year, it is expected that BSI, SSSP, and Student Equity will combine their plans into one reporting document.

BSI Year-End Report as of 6/30/2016 was distributed showing that 5.3% of the 14/15 allocation has not yet been expended.

New Allocation for fiscal year (2016/2017) is \$198,422. An Expenditure Plan was submitted on 10/3/2016 with \$86,000 expected to be allocated for program/curriculum planning & development, \$3000 for student assessment, \$73,000 for supplemental instruction & tutoring, and \$36,422 for staff development.

Marilyn attended the 3CSN Basic Skills Initiative Kick-Off Meeting on September 9, 2016. High impact practices and potential BSI funding implications were discussed, many of which SCC is doing or planning to do:

- Co-requisite courses (SCC is doing this with our accelerated English courses)
- Embedded counseling (SCC counselors are visiting Basic Skills math and English classes)
- Supplemental instruction (SCC is doing this in math/MaSH and English/Writing Center)
- Contextualized reading courses and workshops (8 reading and 9 writing workshops are being offered this semester at SCC)
- Boot camps prior to the semester (SCC is revamping CROSSroads and SOAR)

Colleges are encouraged to schedule a meeting for SSSP, Equity, and BSI/BSIT to identify the overlap in our activities and goals. Ruth Babeshoff has arranged for the Initiative Integration Workgroup to meet on Friday, Nov. 18, 9-11AM in H208.

III. Transformation Budget (Marilyn)

Our Quarterly Expenditure Statement (7/1/2016-9/30/2016) reflects Total Program Costs at this point as \$46,644.68. It was noted that to spend the full \$1.5 million allotment over a three year period, we should be expending \$125,000 per quarter (or at least more than \$47,000); however, Marilyn explained that there are several items that have not been paid for yet due to our recent budget freeze, so the dollar amount is much higher.

These questions have been raised over the last few weeks in emails to Maureen:

1. ***What is the process for requesting funds?*** Explain the project/activity you wish to fund to the group—either through email or at a BSIT meeting. If the activity is in line with the grant's goals, then the requestor should seek the help of the division secretary to determine dollar amounts. The requestor fills out the budget request form online with total costs and a clear explanation of what will be done (being sure to clearly link the activities to Transformation grant objectives). The form is submitted to Melody and Marilyn.
2. ***What is the timeline for payment?*** This depends on how quickly the paperwork is submitted and if it is going through the proper channels. This also relies on the division secretary assisting in the determination of project costs.
3. ***How is one notified of approval and funding? Or not funding?*** Marilyn will send an email to the requestor and copy the division dean, secretary, and Maureen.
4. ***Should requestors ask for stipends or release time for those working on projects?*** The grant is written so that either is allowable. This means that departments/areas have the flexibility to do what works best for them while also keeping in mind how many dollars are being spent.

IV. Family Night: Tuesday, November 15, 2016

6:15-6:30 (Meet and Greet); 6:30-8:15PM (Main Program)

Rooms have been Reserved (H106 for the main program; an adjacent room for Spanish)

The Highlighting Student Programs and Services Video is almost complete—closed captioning is being added. It is 11:06 minutes and will be premiered at Family Night.

Frank has been passing out Family Night flyers at the high school fairs but expects the Financial Aid workshops to yield the most interest. Frank also agreed to send an email to all the parents from El Modena High School with the flyer attached.

SSSP can provide funds for food/balloons as it has done in past Family Nights; we will ask Student Equity to fund some raffle prizes, such as gift cards to the SCC Bookstore.

Maureen will be sending emails this week to invite programs to have tables out during the meet and greet portion. Denise Salcido requested a table for Continuing Ed and Alicia for MaSH. This year, it will be a 15 minute period rather than 30.

Maureen and Alison are discussing ways to rework CROSSroads. They are considering a proposal to have both English and Math meetings in-person on the same day for 3-4 weeks—before Placement Testing begins at the high schools. A decision has to be made before Family Night so that the program can be advertised.

IV. Department/Area Reports

- Counseling (Dora)
 - Counselors have had their second visit to all of the basic skills English classes—discussing Test Taking Strategies
 - Dora Bright is promoting workshops for undecided students, inviting them to take the Myers-Brigg inventory test and then talk to a counselor to help them interpret their results and complete an ed plan.
 - Counselors started giving presentations in basic skills math classes, reviewing the math sequence
 - October 20—Luncheon for STAR students with Dora Bright
 - November 3 and 17—Visits to classrooms for the True Colors high school program
 - December 6—STAR Passport registration event to provide orientation and registration for spring classes
- Math (Laney & Alicia)
 - Multiple Measures: 47 students were placed due to Multiple Measures during Early Welcome (3.2 GPA/“B” in last high school math course)
 - 44 placed into Math 105
 - 3 placed into Math 219
 - Math has decided to not go full force with Math N55 next fall (Combination of Pre-Algebra and Algebra 1). Math is currently offering 2 sections and will offer 2 more in spring 2017. Math will offer 4 sections in Fall 2017 rather than converting all of their sections. There is still lots of work to be done with the lab component. Math faculty are investigating the flipped classroom idea for these students as well as the possibility of having Instructional assistants in the classroom, especially in the start-up stages.
 - The Math Department is exploring the possibility of redesigning the Math 086 (Intermediate Algebra for Liberal Arts) to be more of a Pre-Stats course; faculty were surprised that only one of the Math 086 classes made this semester out of the two offered.

- Students placed due to Multiple Measures will be tracked to see if they are successful in their courses this semester.
- English (Roberta)
 - English has a workgroup meeting every few weeks, made up of those currently teaching accelerated courses and those who will teach them in the spring
 - Accelerated instructors are creating an ALP Handbook to include the readings, best practices, and successful assignments used this semester
 - English N70 students are succeeding so far; they are bonding/collaborating and performing better than many of the English 101 students
 - Roberta and Maureen have begun the Reading Apprenticeship 101 online course and are incorporating some of the strategies into their accelerated classes.
 - English N57, N58, N59 (new accelerated pathway) have all been launched in CurricUNET
- Continuing Ed (Rosa, Denise & Elaine)
 - CE has launched its electronic ed plan to build pathways for continuing ed students
 - At a recent CE conference, SCC was identified as a best practice college due to the ed plans--the only community college to receive that distinction
 - CE counselors are presenting in all CTE classes and having the students do ed plans for the first time

SPECIAL RECOGNITION of Silvia Lopez's efforts in the Academic Success Center for her work with Jennifer Coto and Leonor Aguilera to create the electronic ed plans for credit which have become the impetus for the Continuing Education model.

- Inmates are keeping informed through social media; counselors will work with them using pencil and paper and then fill in the online forms later
- Denise and Elaine are working to create curriculum for math and English courses that will articulate to the credit side—courses that will lead directly to Math 080/086 and directly to English 101 (without requiring a placement test); Vanessa Jones will act as a consultant from the credit math side and receive a \$500 stipend for fall. Maureen will work with Denise on the English course to align the curriculum with one-level below transfer.
- Elaine requested approval to submit a budget form for two scantron machines for Continuing ed
- Reading (Amy)
 - The Reading Workshops are being so well-received, averaging at about 10 students. Amy shared the materials used during the workshops, including RA bookmarks, sample texts, and surveys students are filling out at the beginning and end of the sessions.
 - Amy and Maureen offered a joint Reading and Writing Workshop for evening students on September 27, 5-6PM. An appreciative gentleman from Electrical Wiring (CTE) was among the attendees. A second evening workshop will be held Wednesday, October 12.

- In order to get discipline-specific faculty involved in the conversation about what they think is required for students to be successful readers with their texts, Amy is considering offering forums in the spring. Faculty from across the curriculum can receive stipends for participating in these discussions. A spring flex activity could help identify a core group of interested faculty.
- The Reading Across the Curriculum course will be offered in Fall 2017 (rather than in spring).
- Amy and Kelley Lyons have begun the Reading Apprenticeship 101 online course and are incorporating some of the strategies into their current classes.

V. Information About Assessment

Aaron Voelcker reported that the district is contracting externally with a company called Hanover to help us collect and analyze data related to our projects/activities and demonstrate shortcomings and successes.

The Board will approve a contract, and then we will get a content director as well as an account manager who will help mitigate any research issues. Hanover will do whatever we send to them, but we can only send one thing at a time. Areas must determine which projects they need data for and a timeline for how that data can be collected. As a whole group, we can discuss what comes first, next, etc.

Marilyn has asked that Aaron create a request form which areas will fill out to explain what data are desired and in what deliverable form.

VI. Reading: “Brainology”

This was tabled for the next meeting. A question was posed to help focus our discussion: How does this information change the way that we interact with students—in the classroom, in our centers, in counseling sessions? How do we put the theory into practice? Should we put the theory into practice?

VI. Announcements: Upcoming (and Past) Events

- PCC Pathways (Sept. 9-10)—Joseph, Amy, Frank, Jennifer Coto, and Maureen attended. They will be meeting this month to develop a plan for how to strengthen high school students’ pathway to SCC during Discover SCC.
- Academic Senate Academy (October 7,8)—John Hernandez, Mary Mettler, Jennifer Coto, Rosa, Leonor Aguilera, and Maureen are presenting on how the instructional and non-instructional sides of colleges can collaborate/integrate.
- Faculty Institute (Friday, October 14)
- Tutoring Expo (Friday, October 21)
- CAI Task Force (SAC)—Wednesday, October 26 @2PM-4PM in S215

VII. NEXT MEETING: NOVEMBER 3 @ 3:30PM