College of the Redwoods  
Basic Skills Committee  
October 3, 2014 Meeting  
Agenda:

1. Call to Order:

2. Approve Notes:

3. Action Item(s):
   3.1 Final Review and approval of BSC fund request form
   3.2 Funding Proposal: Noncredit proposal – Julia Morrison*
   3.3 Funding Proposal: Strengthening Student Success Conference Proposal – David Holper

4. Discussion Items
   4.1 Review committee charge, focus, and member terms
   4.2 Revised ESL direction
   4.3 Scheduling updates of basic skills funded activities
   4.4 Approach for identifying intervention strategies for basic skills students on probation this fall, as identified the SSSP plan.

5. Other/Future Agenda Items

Next meeting: Friday, October 17, 2014, 8:30am -10am, SS 104

*Partial request carryover from 2013-14; partial new request. See attachments
Present: Erin Wall, Steven Jackson, Kristy Carlsen, Sheila Hall, Pam Kessler, Angelina Hill, Julia Peterson, Harry Pyke, Tracey Thomas, Crislyn Parker-support

1. Review Notes/Membership Update (if any):
   - Notes approved as stand. No membership updates required.

2. FY 2014-14 Basic Skills Funding Requests:
   a. Updated form and instructions:
      - Instructions: After discussion it was agreed to include the bulleted items from the previous funding request form, right after the mission; and update the basic skills funds eligibility language: “Basic Skills funds are not eligible to supplant existing staff or operations already funded by the college and should not require funding beyond three years by the basic skills committee.”
      - Add footnote to work with Area Secretaries or Crislyn to estimate total project costs.
      - Form: After discussion it was agreed to alter the language in Question 8a of the request form: “If yes, note: ongoing expenses should not require funding beyond three (3) years by the basic skills committee, and need to include a plan to be institutionalized by the college within that time.
      - Emphasize the need to work with tech support in question 11.
   b. Updated Process and Tracking:
      - After discussion, it was agreed that submission of the request will not require submission of the tracking forms. Faculty will work with division secretaries and/or Crislyn to detail and finalize purchases and requisitions.
      - It is noted that cost estimates must be complete, included such items as tax, shipping, salary benefits and implementation needs.
   c. Fund Balance:
      - Funds designated for basic skills tutors need to be a percent of total tutoring activities. The relevant individuals will meet to discuss how to achieve this.
      - Basic skills committee has a total of $180,000 to expend by June 30, 2015, plus any or all of the 2014-15 allotment of $90,000, which must be expended by June 30, 2016. Per the current tracking, much of the $180,000 has already been expenses through funding requests approved for this fiscal year from last year’s call for requisitions.

3. Action Item(s):
   a. BS funding Request – IR: Angelina Hill: Request Approved.
   b. BS funding Request – Non Credit-Julia Morrison*: tabled to next meeting.

4. Review Charge, Focus, Member Terms: N/A

6. Other: next meeting will be from 9am to 10:30am. Future Agenda Items: update on adult education.

Next meeting: Friday, October 3, 2014, 9am -11am, SS 104, 9am-10:30

*Partial request carryover from 2013-14; partial new request. See attachments