1. Meeting Called to Order

2. Approve Notes: April 7, 2014 Meeting: Approved as stand

3. Action Items:
   3.1 FYE/Advising Funding Proposal:
   - Discussion: at what point do we identify the students as basic skills.
   - Sheila’s interest is in both basic skills and ESL students; the connection between non-credit, outreach, orientation, basic skills. Basic skills action plan called for basic skills counselor – CR should have a position in counseling to support this as basic skills student needs are varied; with multiple measures, it is difficult to address individual student needs in a group advising and counseling session in some cases. Bi-lingual would be great.
   - Approved.

   3.2 English Advising Zone Funding Proposal:
   - Discussion: in order to implement multiple measures, additional staffing and coordination is needed.
   - Created a graph of basic skills and ESL students, and Accuplacer scores, regarding multiple measures.
   - Approved.

   3.3 Library & Writing Center Funding Proposal:
   - Discussion on whether this request will support basic skills students.
   - BSC would like to know if/how instructors will use these materials in classes; and feel the proposal could be strengthened by including this detail.
   - Tabling – Erin will contact Ruth for more information and maybe invite her to the next meeting.

4. Reports:
   4.1 BSI Funds Account Update:
   - Actual budget includes some funding from prior year. Not all funding is in Datatel yet, except salaries; some funded projects never followed through.
   - The good news we are spending the funds.
   - Update: setting aside funds for Math and English Acceleration Projects, both of which were accepted through 3CSN/RP, separately, not together.

5. Other Discussion:
   - Crislyn will work with Doug to make Erin a Cost Center Manager for Basic Skills funds and require Erin is included to approve any requisitions for Basic Skills funding in Datatel.
• Funding request instructions will make this clear to authors. CalCard and cash transactions must also be approved by Erin prior to purchase.
• Detailed record-keeping and tracking will be set up for next year. All paperwork must flow through Erin to Crislyn. BSC will assign a number to each approved proposal, which must accompany the orders.
• Suggestion to ask Keith to supply the data provided by IR comparing basic skills students who take the recommended basic skill classes and those who do not, with their success in regular college course to the deans to share with faculty.
• Per Erin: Clarifying BS Funding: if a position is lost because of budget cuts, BS funding should not be used to replace it; but if we are pioneering a new program or curriculum, then the funds can support. At some point the BS funds need to be converted to district funding.
• “Basic skills cannot pay for actual instruction, even non-credit.”—see pg. 96 of Assembly bill 194, chapter 489
• Develop a rubric/outcomes to define what is success for basic skills students

Adjourn.

Next meeting: May 2, 2014
Future Agenda Item: Math/English Acceleration Approval breakdown