



FOOTHILL COLLEGE
Basic Skills Workgroup

Date: June 14th, 2017
Minutes
Time: 2:00 to 3:30 p.m.
Rm. 4402

Tri-Chairs:

Lakshmi Auroprem Teresa Zwack Lori Silverman

Members:

Kerry Bahadur	Matthew Low	San Lu
Valerie Fong	Katie Ha	Voltaire Villanueva
Allison Herman	Elaine Kuo	Eric Reed
Sam White	Tilly Wu	Sarah Munoz
Susie Huerta	Tracee Cunningham	Josh Pelletier
Jiin Liang	Lily Luu	

Ex-Officio:

Andrew Lamanque

Agenda:

Time	Topic	Discussion
2:00 – 2:10 PM	Review and Approve Minutes	
2:10 – 2:50 PM	Funding for Learning Communities Coordinator	Elaine Kuo
2:50 – 3:10 PM	English Department Funding Request	Tri Chairs/members
3:10 – 3:20 PM	Workgroup Reflections	Tri Chairs/members
3:20 – 3:30 PM	Questions/Concerns/Announcements	

Present: Lori Silverman, Tracee Cunningham, Teresa Zwack, Allison Herman, Lakshmi Auroprem, Kerry Bahadur, Elaine Kuo, Sarah Munoz, Eric Reed, Lily Luu

Topics:

1. The minutes from the May 24th meeting were approved with the corrections of a few typos and the removal of the statement that Equity will not be able to fund the proposal from athletics.
2. The proposal from the English department is for a team of instructors that teach basic skill classes, Accelerated English pathway and in our current learning communities to attend the 2017 Association of American Colleges & Universities Conference on Global Engagement and Social Responsibility. The team is excited about the focus on civic engagement and service learning and the opportunity to develop thematic curriculum for the FYE learning community.

The proposal should provide a timeline for deliverable outcomes and could also request additional funding for developing the end product. The proposal has also been submitted to Equity and Allison and Valerie will report back to the BSW what portion of the proposal can be funded through Equity.

(All agendas and minutes will be archived online through the President's Office.)

Teresa will check with Kalaiah Harris on the amount of money available in the basic skills fund and if there are any out of state restrictions.

Final approval of the proposal will be done through email once this information is available.

3. Elaine presented a request for BSW to assist with ongoing support for funding for a Program Coordinator II position for a learning communities coordinator. The focus will be on supporting learning communities (Puente, FYE and Umoja) in the English pathways and could have additional responsibilities such as coordination in the TLC and STEM Center/Foundations Lab and mentoring.

SSSP will fund 50% of this position. The total cost for this position is about \$85,000, but the cost of the position will increase over time due to COLA, step increases and PERS/STRS. The BSW is being asked to fund up to 50% of this position.

We need to determine how much we are spending on our ongoing programs such as Summer Bridge and Math My Way TA's. The group will consider this again in the fall when more information on the BSW and Equity budgets is available and with the additional information of how other positions have been filled or changed in the coming months.

4. There used to be more faculty on the workgroup that did not teach basic skills classes. The workgroup would like to encourage participation from these instructors since many of them are teaching basic skills students, even if the class is not a basic skills class, and their perspective is valuable.

One report for Basic Skills, Student Equity and SSSP is due to the state in the fall and will be reviewed by BSW groups.

The Core Mission Workgroup Reflections are also due in the fall. Teresa will make a request for the required data for the English and Math Summer Bridge programs.

5. Allison Hermon will be the faculty tri-chair for BSW starting in the fall.

Next Meeting: TBD

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