

College of the Redwoods
Basic Skills Committee
Friday, December 2, 2016, SS 104
Notes

1. Meeting Called to Order: *Present:* Erin Wall, Sheila Hall, Kelly Carbone, Matt McCann, Jay Scrivner, Liz Carlyle, Rick Jordan, Levi Gill, Crislyn Parker-support

2. Approve November 18, 2016 Notes: As corrected.

3. Action Items:

4. Discussion Items:

4.1. *Unified tutor training certification program – Kelly* (attached):

- A need for unified, consistent tutor training for all tutors has been identified. Attached are CRLA certification requirements. Discussion included: working with Reno to establish a Canvas Shell with *Tutor Lingo*. Kelly will continue to develop the program, but oversight of this program is yet to be determined. With changes to the Basic Skills and SEP programs at the Chancellor's level, the logical choice would be the new Director of Special Programs (EOPs, Cal Foster Kinship, ASC and SSSP, BSC, SEP), but that won't be sorted until late spring, 2017. Full implementation of the program will likely not be until fall; however, offering pilot trainings in the spring is a possibility. Fall trainings might be better, due to students graduating or transferring in the spring.
- Erin thinks it would be worthwhile to offer a pilot, an opportunity to "play" with the program, offer suggestions for improvement and revise for full implementation by fall. There was talk of who might be good to oversee a faculty pilot. It was suggested that Dave Holper, Tina Vaughan, and Levi Gill would likely make a good team for coordinating a pilot. Dave has the experience with English 41, Math has a very strong interest in training for tutors, and Tina Vaughan works with the ASC tutors.
- The idea was raised that we may be able to offer the training as a *noncredit short time vocational* class and receive state FTES funding. If a decision is made to move to noncredit, start with Rick Jordan. A noncredit offering would not occur until fall 2018.
- Future discussion: requiring a commitment from trained tutors?

4.2. *Moving forward with Activity #3 – Reading Apprenticeship Faculty Inquiry Group:*

- Jay Scrivner would like to use the 3CSN model as a framework and create materials available to all faculty through Canvas; to enable students to improve their reading, study, and note taking skills; to get at core issues on how faculty can improve student success. Discussion included creating a process where faculty can experiment, revise, improve and share; maybe meet twice a month (workshop series). This would count towards flex, and is an opportunity for faculty across disciplines to get together, share ideas, and support each other as they try out new ideas for improving student success in their areas.
- Discussed kicking this off at flex; maybe providing the book to faculty prior to break ***Reading for Understanding-West Ed***
- Next steps: Look into compensation for faculty and Jay. Jay will work over break to populate a new Canvas site. Student Equity will support faculty interested outside of Basic Skills. Rick Jordan also mentioned that the ABE Block grant can assist in supporting adult education faculty interested in participating.

College of the Redwoods
Basic Skills Committee
Friday, December 2, 2016, SS 104
Notes

4.3. How can we best support and promote the activities on our 2016-17 Action Plan?

- We are in a period of transition as the Chancellor's Office moves to combine the SSSP, Student Equity, and new SSBS plans into one. Many of the "Typical Tasks" listed on our committee page state we "recommend and support, promote, and provide." What is the role of the committee during this period of transition? How can we proactively support and promote the activities on our 2016-17 Action Plan? Further discussions at our next meeting.

4.4. Basic Skills Funding Approval Process – Move to next meeting

5. Reports

Next meeting: January 20, 2017