

**College of the Redwoods**  
**Basic Skills Committee**  
**Friday, May 6, 2016, SS 104, 9am – 10am**  
**Notes**

**1. Called Meeting to Order:** Dave Bazard, David Holper, Vinnie Peloso, Amy Berkowitz, Liz Carlyle, Sheila Hall, Kelly Carbone, Crislyn Parker-support, (Erin Wall was unable to attend)

**2. Approve April 15, 2016 Notes:** approved as corrected.

**3. Action Items:**

**3.1. Math Community of Practice in Acceleration – Levi Gill:** Approved.

**3.2. Math Lab Tutors – Betsy Buchanan: 2016-2017 year:**

- Dave commends Math department for continuing with acceleration. Katie Hern also complimented CR on being so involved.
- The committee held a lengthy discussion on this and the Math Jam funding proposal, based on an addendum introduced by David Holper, suggesting conditional funding for Math Lab and Math Jam tutors. The proposal included creating an interim training program developed for 2016-17 tutors during their first semester of employment; reclassification of pay (through HR) to a student worker classification of \$12.50 per hour to parallel Senior Tutors in the Writing Center and EPIC tutors in ASC; and find and utilize a national certification program for math tutors. The result of the discussion was for Dave to change the addendum to a recommendation, and revise the language to request the math department to work toward a training program as outlined in the addendum: training, certification (if possible) and pay rate discussions.
- Following this discussion, approval was granted to fund the proposal and attach the revised recommendation.

**3.3. Math Jam tutors – Betsy Buchanan:**

- Based on the discussion noted in 3.2, approval was granted for this request with the attachment of the revised recommendation.

**3.4. Writing Center Tutors – Leslie Leach:** Approved

**3.5. Basic Skills/ESL Coordination – Amy Berkowitz:** Approved

**4. Discussion Items:**

**4.1. Reading Apprenticeship Workshop:** see attached, per Erin via email

**4.2. Basic Skills Student Outcomes & Transformation Grant:** attached via Erin via email

**5. Standing Agenda Item: Accreditation Matrix**

**6. Other/Future Agenda Items**

- **Funding request for EPIC travel:** Approved

*Next meeting: Fall, 2016 TBD*

*“When the finger points at the moon, the fool looks at the finger.” (Unknown)*

**College of the Redwoods**  
**Basic Skills Committee**  
**Friday, May 6, 2016, SS 104, 9am – 10am**  
**Notes**

**4.1. Reading Apprenticeship Workshop:** The workshop this past Friday was well received by faculty. Reviewing the feedback and talking with folks in attendance there is a lot of interest in getting copies of the book, “Reading for Understanding.” What does the committee think about teaming up with Student Equity to purchase copies of the book and working with the Professional Development Committee to start a FIG (Faculty Inquiry Group) around Reading Apprenticeship? We could put this in our plan for next year? (*Not addressed.*)

**4.2. Basic Skills Student Outcomes & Transformation Grant:** The SARTCOs for the Acceleration Coordinators and stipend related professional development activities were submitted to the SARTCO committee. They are going back to the SARTCO committee this week after some changes based upon feedback received. Approval is anticipated. The Acceleration Coordinators have been identified. They are Mike Haley for Math and Ruth Rhodes for English. This year, as part of the Community of Practice in Acceleration, there is a leadership institute that is built into the program. Mike Haley and Ruth Rhodes applied to the leadership institute the end of April and on 5/3/16 were notified that they were accepted! This will provide them with support in undertaking their acceleration coordinator roles this next year. The Business Office has also been forwarded a copy of the grant budget information and award letter so that they can start preparing the accounts.

**College of the Redwoods  
Basic Skills Committee  
Friday, September 16, 2016, SS 104  
9am – 10am**

**Agenda**

1. Call Meeting to Order:
2. Approve May 6, 2016 Notes – 5 minutes
3. Action Items:
  - 3.1. Welcome new members – Matt McCann (Counseling/Athletics), Levi Gill (Mathematics), and Renee Saucedo (Student Equity) – 5 minutes
4. Discussion Items:
  - 4.1. Review our committee charge (purpose and tasks) – 10 minutes
  - 4.2. Review Long Term Goals and Action Plans from last year. – 10 minutes
  - 4.3. Basic Skills Student Outcomes & Transformation Grant Update – 20 minutes
  - 4.4. Begin discuss of Focus/Action Plan Activities for this year – 10 minutes
5. Other/Future Agenda Items
  - 5.1 Continue discussing Focus/Action Plan Activities for this year
  - 5.2 Discuss basic skills funding proposal approval process

*Next meeting: October 7, 2016*

*“When the finger points at the moon, the fool looks at the finger.” (Unknown)*

**CCC Confer:**

\*Toll free number: 1-888-886-3951

Participant passcode: 294084