

**College of the Redwoods  
Basic Skills Committee  
Friday, November 18, 2016, SS 104  
9am – 10am  
Meeting Notes**

**1. Call Meeting to Order:** Matt McCann, Liz Carlyle, Kelly Carbone, Sheila Hall, Rick Jordan, and Erin Wall in attendance.

**2. Approve October 21, 2016 Notes:** Approved with one change regarding upcoming discussions of the Writing Center at the English Department meeting. The second sentence was not completed. Add: "...operations are being reviewed and evaluated due to budget concerns."

**3. Action Items:**

**3.1. *Approve 2016-17 Action Plan (attached)***

We added an action item related to developing a crosswalk document between Adult Education, SSSP, Student Equity, and Basic Skills. There was concern and discussion about the titles listed for Responsible Person on some other items, particularly related to the ASC since there's some restructuring going on within Student Support Services. We determined "Academic Support Center Admin (TBD)" was the best way to capture this role during the transition. Erin will take the plan to the Senate since they expressed interest in reviewing our final plan.

**4. Discussion Items:**

**4.1. *Unified tutor training certification program (attached)***

There was not very much time for this discussion. It will also be on the next agenda.

There was a question of whether the EPIC peer leaders were receiving this training. At this time the EPIC staff have their own training since peer leaders aren't really tutors in the traditional sense.

**4.2 *Moving forward with Activity #3 – Reading Apprenticeship***

Faculty Inquiry Group – This concept was forwarded to the Professional Development Committee. There's interest in calendaring it. The BSC sees this as a monthly meeting group. However, the process has stalled since there is not an identified facilitator. Jay Scrivner's name came up since he has completed RA online series from 3CSN. Erin thought it wasn't necessary for the facilitator to have had the training, though it would be nice. Matt McCann and Liz Carlyle said they could possibly serve as a facilitator if we can't find someone whose had the complete training. Erin was going to follow-up with Jay first. Basic Skills funds would be used to both purchase books and provide a stipend for the facilitator. Student Equity would also chip in some funds for books to support other faculty outside of basic skills.

**4.3 *How can we best support and promote the activities on our 2016-17 Action Plan?* – Move to the next meeting**

**5. Reports**

*Next meeting Friday, December 2, 2016.*