

**College of the Redwoods  
Basic Skills Committee  
October 2, 2015, SS 104**

**Agenda**

1. Call to Order:
2. Approve September 18 Notes
3. Action Item(s):
4. Discussion Items
  - 4.1 Update on Basic Skills Committee Membership
  - 4.2 Changes to the Basic Skills Funding Request Form
  - 4.3 Multiple Measures Pilot Update
  - 4.4 Supplemental Instruction Spring Pilot Update
5. Standing Agenda Item: Accreditation Matrix
6. Other/Future Agenda Items

*Next meeting: October 16, 2015*

**CCC Confer:**

Telephone conference line: 1-913-312-3202\*

Participant passcode: 750361

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

**College of the Redwoods  
Basic Skills Committee  
September 18, 2015 Meeting  
Summary Notes**

**Present:** Erin Wall, Dave Bazard, Steve Jackson, Cliff Clendenen, Vinnie Peloso, Sheila Hall, Lisa Sayles, Crislyn Parker, Support

**1. Meeting Called to Order**

**2. Approve September 4 Notes:** (Erin and Steve will talk to Senate about inviting Matt McCann to join committee.) Notes approved as stand.

**3. Action Item(s):**

**4. Discussion Items**

***4.1 Review Senate Recommended Changes to Basic Skills Report:***

- Following senate meeting, co-president Connie Wolfson and Erin worked together to tighten up the content, update language. They agreed to add a bullet on Multiple Measures; added information and linked the AP for intervention; added background information and summarized the data tables. They revised the non-credit and ESL sections to more accurately reflect the data and changed language in the action plan to reflect the Chancellor's Office language. Action item #1: language will be revised to be action oriented.

***4.2 Changes to the Basic Skills Funding Request Form:***

- Moved to next meeting.

***4.3 Reports/Updates:***

*4.3.1 Engl:* Update-Engl. 102 is now scheduled for spring. Engl 153 (Engl 150 for Multi-language learners) is also scheduled for spring 2016.

*4.3.2 Math:* Update Math 102 now scheduled for spring

*4.3.3 ESL:*

*4.3.4 Noncredit – Review Data on Basic Skills Progression from Noncredit to Credit:\**

- Handout shows transition-some progression in Math.
- 62 of 89 students took Reading 260 off-campus; 27 on site, only 1 progressed to ENGL 350.
- Possible explanation of why data is so low: there may not be enough college support of READ 260; that many students may be CTE based, and/or that many are in a holding pattern due to other types of issues. Solutions discussed included providing confidence building, offering more detailed transitional information, introducing multiple measures testing for these students, increasing the visibility of READ 260, and providing a reading lab.

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

- Not addressed at this time.

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**6. Other/Future Agenda Items:**

- Dave will see if there are associate faculty interested in participating in the spring 3CSN Path2Stats workshops.
- There has been a discussion to work with the College Transition Collaborative (Stanford Project) outside the program, to which we were not accepted.
- Financial aid caps: Up to 30 units can be excluded from the financial aid unit cap; so financial aid can be applied to 300 courses.)
- Dave would like to offer a short presentation at faculty or division meetings on what Basic Skills, SEP, SSSP programs are, how they are linked, and how they affect the divisions.

**Adjourned**

*Next meeting: October 2, 2015*



# College of the Redwoods Basic Skill Initiative Request for Funds

*For Committee Use Only:*

Submitted:

Date Approved:

**Summary Title:** Click here to enter text.

**Funding Year:** Click here to enter text.

**1. Author:** Click here to enter text.

**2. Date:** Click here to enter text. **3. Email:** Click here to enter text.

**4. Briefly describe how your proposal supports the Basic Skills Mission Statement and/or the Basic Skills annual plan:** Click here to enter text.

**5. Intended Outcomes (should be specific, measurable targets tied to the [basic skills plan](#) and/or the basic skills sections of [the CR annual plan](#)):**

Intended Outcome (measureable)	Relationship to Institutional Plans

**6. Action and Assessment Plan Timeline (specify exactly what you will measure, when and how it will be measured):**

Action	How Assessing	When Assessing

**7. Anticipated expenses (attach another page if necessary. Itemized each request and include all related expenses such as taxes, shipping, benefits estimated at 10%). From the dropdown box, select the Chancellor's Office category that best fits your need:**

Request (e.g. staff, materials, tutor)	Purpose of Request (e.g. tutoring, counseling, supplies for ESL classes)	Category (choose from dropdown)	Estimated Cost (include taxes, benefits, shipping)
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	



## College of the Redwoods Basic Skill Initiative Request for Funds

**For Committee Use Only:**

Submitted:

Date Approved:

8. Will this request require ongoing funding? ☐ Yes ☐ No

8a. If yes, how long: [Click here to enter text.](#) Please explain: [Click here to enter text.](#)

8b. Are you receiving or applying for funding from other sources: ☐ Yes ☐ No

If yes, what source(s): [Click here to enter text.](#)

*Note: ongoing expenses should not require basic skills funding beyond three (3) years, and should include a plan to be institutionalized by the college within that time.*

9. a. List all faculty and/or staff involved and/or who are responsible for the project. [Click here to enter text.](#)

b. If the request is for temporary staffing, and you know the person's name, please include it here: [Click here to enter text.](#)

10. Was this request/will this request be included in your most recent Program Review?

☐ Yes ☐ No

10a. If no, why not? [Click here to enter text.](#)

11. Is technology involved in your proposal? ☐ Yes ☐ No *(Requests for new technology, facilities, or equipment require consultation with area providing services. Contact Steven Roper or Angelina Hill for assistance.)*

If yes, please document the response from tech support. [Click here to enter text.](#)

**12. I understand that if granted, basic skill funds are to be expended in a manner that predominantly benefits basic skills students. By accepting funding for this project, I agree to provide a written and oral report describing how well intended outcomes were met, the results of the assessment and how this information can be used in the future. Projects funded for two semesters will require a mid-year update as well as a report upon completion. Please note: This is a one-time allotment of funds. Any future funding is contingent upon the submissions and granting of a new request and availability of funding.**

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Author Signature

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Date