



**Minutes**  
**Date: January 27<sup>th</sup>, 2016 Time: 1:30 to 3:00 p.m.**  
**Rm. 4402**

**Tri-Chairs:**

Maureen Mccarthy                      Teresa Zwack                      Victor Tam

**Members:**

Kerry Bahadur	Ashley Bowden	San Lu
Valerie Fong	Katie Ha	Voltaire Villanueva
Allison Herman	Elaine Kuo	Eric Reed
Sam White	Tilly Wu	Sarah Munoz
Justin Schultz	Susie Huerta	Oudia Mathis
Karen Smith	Liz Leiserson	Saad Azam

**Ex-Officio:**

Kurt Hueg

Agenda:

Time	Topic	Discussion
1:00 – 1:10 PM	Review and Approve Minutes	
1:10 – 1:25 PM	New Funding Request Form	Justin Schultz
1:25 – 1:40 PM	Upcoming initiatives and updates discussed in Basic Skills Coordinator meeting	Justin Schultz
1:40 – 1:55 PM	Update on tutoring for Math 105	Eric Reed
1:55 – 2:20 PM	Revisions of the English Summer Bridge brochure and the joint marketing with Math, as well as the role of counseling in 2016	Allison Herman
2:20 – 2:30 PM	Questions/Concerns/Announcements	

**Present:** Valerie Fong, Sam White, Katie Ha, Voltaire Villanueva, Eric Reed, Tilly Wu, Justin Schultz, Liz Leirserson, Maureen Mccarthy, Teresa Zwack, Victor Tam

1. Minutes from the November 30<sup>th</sup> meeting were approved.
2. Justin presented the new funding request form. The new form will better document and categorize how Basic Skills money is spent to facilitate end of year reporting. He will add a section to tie how the funding in linked to the Educational Master Plan goals.
3. Justin outlined the details of the Community Colleges Basic Skills and Student Outcome Transformation Program and the Basic Skills Partnership Pilot Program.

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

The training workshop for the *Community Colleges Basic Skills and Student Outcomes Transformation Program* applications is Monday, 02.22.16 in Oakland.

The Student Success Conference – Advancing Student Success: From Plan to Action will be held in Sacramento March 14 – 16, 2016.

There may be an increase in Basic Skills Funding for 2016 – 2017. More details to come.

4. The 56 students who did not pass their second attempt of Math 105 last quarter have been contacted repeatedly. Now eight to ten students on their third attempt are being served. The instructors of the students who have not already joined the program are now being contacted. The program is being opened to students on their second attempt. Currently four students on their second attempt are being served. Extra tutoring slots are being given to early alert and DRC students.

Some students did not know how to register for their third attempt. They were helped through the process.

Offering the tutoring online is a good option for student.

5. Allison will be contacting marketing to make sure we are on target for the new brochures and web announcements to be released, and she'll also be connecting with Counseling to make sure that we have instructors willing to collaborate and give an hour of their time each week of our program.

Coordination between English Summer Bridge, Math Summer Bridge, the summer EOPS program, and FYE is desirable.

Whether it is advisable for students to take both math and English classes in one quarter was discussed as well as how basic skills classes can be integrated with transfer level classes.

6. No proposals for Basic Skills Funding have been received yet. Using focus points may help people formalize their ideas and complete the request form. Providing a sample form and hosting a workshop to help people complete the request form may be helpful.

It was proposed that on Wednesday, February 10<sup>th</sup> we will invite people to come with their ideas and help them complete the request form.

**Next Meeting:** February 24<sup>th</sup>, 2016 from 1:30 to 3 pm

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