

Attending:

<input checked="" type="checkbox"/> Michelle Dougherty (Co-Chair)	<input checked="" type="checkbox"/> Shelby White	<input type="checkbox"/> Anabel Perez	<input checked="" type="checkbox"/> Hector Sanchez	<input type="checkbox"/> Don Sciore - Guest
<input checked="" type="checkbox"/> Madelyn Arballo (Co-Chair)	<input type="checkbox"/> Paul Frahs	<input type="checkbox"/> Barbara McNeice-Stallard	<input checked="" type="checkbox"/> Barbara Mezaki	<input type="checkbox"/>
<input checked="" type="checkbox"/> Ivan Pena	<input checked="" type="checkbox"/> Dana Miho	<input checked="" type="checkbox"/> Irving Lai	<input checked="" type="checkbox"/> Crystal Valdez	<input type="checkbox"/>
<input checked="" type="checkbox"/> Carolyn Robinson (Sen appr)	<input type="checkbox"/> Annel Medina Tagarao	<input checked="" type="checkbox"/> Romelia Salinas	<input checked="" type="checkbox"/> Joshua Aligam	<input type="checkbox"/>

MEETING MINUTES

	Item/Comments	Discussion/Outcome
1.	<ul style="list-style-type: none"> • Approval of the Minutes from September 22, 2016 	Approved with correction (typo).
2.	<ul style="list-style-type: none"> • Budget Update • Request for Additional Funding 	Madelyn shared an email from a project manager requesting additional funding for three projects, totaling \$53,000. Following discussion, it was agreed that the committee not set a precedent, and follow past practices by denying the request now, and asking the project manager to resubmit his request in January. Madelyn will contact the project manager to discuss resubmission and budgetary concerns. It was suggested the committee develop a clear process for future additional funding requests.
3.	<ul style="list-style-type: none"> • BSI, SSSP, SEP Integration 	The committee reviewed a memo from the Chancellor’s Office regarding the integration and alignment of these initiatives. The requirement to submit individual action and expenditure plans for 2016-17 was suspended, and we will be working to develop one, integrated plan for 2017-18. At this point, the Chancellor’s Office has only given us suggestions for preparation; updated requirements and guidelines will be issued in February, 2017.
4.	<ul style="list-style-type: none"> • Subgroups Website Basic Skills Proposals Noncredit Proposal Outreach 	<p>Madelyn suggested that in order to get committee work done this year that we consider workgroups. Committee members volunteered to work on these projects:</p> <ul style="list-style-type: none"> • Website – Madelyn, Barbara, Carolyn, and Ivan • Basic Skills Proposal Presentations – Michelle, Irving, Hector, Anabel • Noncredit Proposal Presentation and Outreach – Dana, Shelby, Crystal <p>Michelle suggested a POD session be developed to share information regarding proposals – this would benefit adjunct faculty who don’t usually attend department meetings.</p>

		Subgroups will report out at the November 10 th BSCC meeting.
5.	<ul style="list-style-type: none"> • Call for Proposals and Rubric Timeline 	The Call for Proposals information sheet and Rubric were reviewed. Michelle will make agreed upon edits and email to committee members. There was a question regarding payment to full-time faculty for work during intersessions; Michelle will follow up with the Faculty Association and Academic Senate.
Future Activities:		Meetings held: 2 nd and 4 th Thursdays 2:30 – 4:00 pm in Bldg. 4, Room 2440 Fall Meeting dates: Oct. 27, Nov. 10, Dec. 8