

Attending:

<input checked="" type="checkbox"/> Michelle Dougherty (Co-Chair)	<input checked="" type="checkbox"/> Sun Ezzell	<input type="checkbox"/> Anabel Perez	<input checked="" type="checkbox"/> Hector Sanchez
<input checked="" type="checkbox"/> Madelyn Arballo (Co-Chair)	<input checked="" type="checkbox"/> Paul Frahs	<input checked="" type="checkbox"/> Barbara McNeice-Stallard	<input type="checkbox"/> Barbara Mezaki
<input type="checkbox"/> Francisco Dorame	<input checked="" type="checkbox"/> Michael Sanetrick	<input checked="" type="checkbox"/> Janet Mc Mullin	<input checked="" type="checkbox"/> Crystal Valdez
<input type="checkbox"/>	<input checked="" type="checkbox"/> Annel Medina Tagarao	<input checked="" type="checkbox"/> Bailey Smith	<input checked="" type="checkbox"/> Frank Jaurigue – Student Representative

AGENDA

	Item/Comments	Discussion/Outcome
1.	Approval of the Minutes from Sept. 10, 2015.	The minutes from September 10, 2015 were approved as written.
2.	Expenditure Plan	<ul style="list-style-type: none"> The Expenditure Plan was reviewed and updated. Bailey highlighted parts in the Student Equity Plan that needed to be updated in terms of the goals for Basic Skills. She will pass that information on to Madelyn and Michelle. The report will be submitted to the Chancellor’s Office by October 1, 2015 Dialogue about giving students priority registration for selective classes so that students can follow a sequence of classes without interruption. For example, students in 51 would get priority for 71. Francisco mentioned it is very difficult to give priority registration for selective classes. Bailey mentioned it was something to consider how in order to expand Pathways next year. The item was tabled for further discussion with IT, Academic Senate, the Registration team, Admissions and Don Sciore.
3.	Alignment of Strategic Plan with committee goals	<ul style="list-style-type: none"> The Strategic Plan and Basic Skills Projects document, which was created by Marcel from RIE, was reviewed and minor revisions were made. Barbara will update the document and send it to Madelyn and Michelle. The document serves to align the College’s Strategic goals with Basic Skills Projects.
4.	Rubric revision	<ul style="list-style-type: none"> A copy of the current Basic Skills Rubric was handed out for review. Michelle asked the committee to look it over and email to her their feedback and before the next meeting. The Rubric will be discussed at length during

		the next meeting. The Call for proposals for the rubric will also be discussed during the next meeting.
5.	Professional development for adjunct faculty A. Funding -Three Workshops (two hours each) - Anticipated attendance – 60-75 adjunct faculty paid at \$51/hr (includes benefits) - 75 x \$102 = \$7,650 B. Design	<ul style="list-style-type: none"> Michelle suggested holding Professional Development workshops for adjunct and full time faculty across campus for the purpose of familiarizing them with Basic Skills projects, how they impact students and what goes into writing the proposals. It was suggested that the workshops be held three times a year. The workshops would be funded through POD at a total cost of approximately \$7,650. The committee approved the workshop idea. Michelle will send out a sample of the invite to the committee and would like to send it out to the faculty by next week.
6.		
7.	Other -	
Future Activities:		Meetings held: 2 nd and 4 th Thursdays 2:30 – 4:00 pm in Bldg. 4, Room 2440 Fall Meeting dates: Sept. 24, Oct. 8, Oct. 22, Nov. 12, Dec. 10 Spring Meeting dates: Feb. 25, Mar. 10, Mar. 24, Apr. 14, Apr. 28, May 12, May 26