

**Attending:**

<input checked="" type="checkbox"/> Terri Long (Co-Chair)	<input checked="" type="checkbox"/> Pat Bower	<input checked="" type="checkbox"/> Margie Whalen	<input checked="" type="checkbox"/> Matthew Munro	<input checked="" type="checkbox"/> Tamra Horton
<input checked="" type="checkbox"/> Madelyn Arballo	<input checked="" type="checkbox"/> Glenda Bro (Co-Chair)	<input checked="" type="checkbox"/> Barbara McNeice-Stallard	<input checked="" type="checkbox"/> Bailey Smith	<input type="checkbox"/>
<input type="checkbox"/> Lisa Ledeboer	<input checked="" type="checkbox"/> Michael Sanetrick	<input type="checkbox"/> Angel Lujan	<input checked="" type="checkbox"/> Jennifer Peiten	<input type="checkbox"/>
<input checked="" type="checkbox"/> Heidi Lockhart	<input checked="" type="checkbox"/> Annel Medina	<input checked="" type="checkbox"/> Anabel Perez	<input type="checkbox"/> Student Rep (TBA)	<input type="checkbox"/>

### MINUTES

	Item/Comments	Discussion/Outcome
1.	Welcome new members - Tamra Horton	The committee welcomed Tamra Horton, Professor of English, Literature and Journalism and Annel Medina, Educational Research Assessment Analyst. Annel is subbing for Daniel Lamoree.
2.	Approval of Minutes from June 6, 2013	The minutes from June 6, 2013 were approved with minor edits.
3.	Project Manager Orientations - Sept, 20 - 9:30 11:00 am - Sept. 24 – 2:30 – 4:00 pm	The annual Basic Skills Project Manager Orientations will be held on Sept. 20th and Sept. 24th. All project managers and their admin staff are encouraged to attend.
4.	Chancellor's Office End of the Year Report - Draft	<p>The report is subject to SP&amp;S review. Glenda will ask that the report be reviewed by the SP&amp;S council members and go forward to the Academic Senate as an information item. The report is due on October 10, 2013.</p> <p>Glenda prepared the answers to the 2 questions on the report. Question #1 is related to assessment and connection of the basic skills goals to the college master plan. Question #2 requires that we compare progression to completion in basic skills classes from 2009-2011 to progression to completion in basic skills classes from 2011 -2013. The committee was asked to review the report and bring back their comments to the next meeting to be held on Sept. 26th.</p> <p>Note: The Chancellor's Office has removed funding for equipment, supplies and textbooks for next year. The BSCC granted a small amount of funds for these categories this year.</p>
5.	Pathways to Transfer Update	<ul style="list-style-type: none"> <li>• Ads for the Pathways to Transfer classes for the Winter Schedule were submitted to the Marketing Dept. Anabel noted that the ads resemble the Bridge and Aspire ads. The ads</li> </ul>

		<p>will be placed in the Winter schedule at the beginning of the Math and English sections.</p> <ul style="list-style-type: none"> <li>• If the program continues to grow and be successful it may be proposed for other courses. The President of the College is excited about it. It was suggested that a presentation be prepared for the Board of Trustees.</li> </ul> <p>The Flex Day meeting for Pathways to Transfer was a very powerful meeting. The faculty involved in this program are very enthusiastic and deeply care about the students.</p> <p><u>Ways to get the word out:</u></p> <ul style="list-style-type: none"> <li>• A flyer is a must to get out the information regarding this program.</li> <li>• Margie and Matt agreed that they would report back the information to their departments.</li> <li>• A good idea would be to attend a monthly Counselors and Advisors meeting to share the information. Meanwhile, Anabel will share at the next Counseling dept. meeting.</li> <li>• Terri will share at the next DivAdmins meeting.</li> <li>• An ad needs to be placed in the Mountaineer newspaper.</li> </ul> <p><u>Some of the issues are:</u></p> <ul style="list-style-type: none"> <li>• Students need to enroll in and pass the LCOM, counseling or library 1-unit classes or the student will not be able to continue in the pathway.</li> <li>• There is no guarantee that when the Math Pathways is completed the student will get into a Math 100 series right away. We need to revisit this issue.</li> </ul> <p>We will need to plan Summer and Fall 2014 by the end of the Fall semester.</p> <p>A meeting will be scheduled for all of the faculty involved to share the progress of the program and to work on any issues that came up.</p>
6.	Roadmap update	<ul style="list-style-type: none"> <li>• The Roadmap project has been advertised on the webpage for a couple of months.</li> <li>• An ad was taken out on the Mountaineer newspaper for the Sept. issue.</li> </ul>

		<ul style="list-style-type: none"> <li>• It was noted that the Assessment's link is incorrect and that it needs to be changed.</li> <li>• Audrey is encouraging her depts. to make sure that their links are updated regularly.</li> <li>• Flyers and posters have been placed in various areas on campus. Terri will have more flyers printed for the Counseling dept.</li> </ul>
7.	Strengthening Student Success Conference – paid registration available	There is a paid vacant registration for the Strengthening Student Success conference that can be transferred to someone else. Margie is interested and will get back to Sally by next Monday if she would like to attend or not. Sally will take care of the transfer.
8.	Other	<ul style="list-style-type: none"> <li>• Handouts on the upcoming 3CSN conference were shared. The next conference will be held at Mt SAC on 9/27/13. The conference will focus on Disciplinary Knowledge. Glenda encouraged depts. to go as a team. She suggested that everyone attend.</li> <li>• Terri supplied a handout about employer support for inquiry and engaged learning practices. It included a survey about what the labor market wants from students in areas of expertise.</li> <li>• Madelyn has been reappointed to the BSI State Advisory Committee. She has already served for one year.</li> </ul>
<b>Future Activities:</b>		<p><b>Meetings held:</b> 2<sup>nd</sup> and 4<sup>th</sup> Thursdays 2:30 – 4:00 pm in Bldg. 4, Room 2440</p> <p><b>Fall Meeting dates:</b> Sept. 12, Sept. 26, Oct. 10, Oct. 24, Nov. 14, Dec. 12</p> <p><b>Spring Meeting dates:</b> Mar. 13, Mar. 27, Apr. 10, Apr. 24, May 8, May 22, June 12 (if needed)</p>