

Basic Skills Committee Meeting
Minutes
February 11, 2014
2:30 to 3:30

Present: P. Ferri-Milligan, H. Hua, R. Jaramillo, K. Kammer, H. Kinde, R. King, D. Lee, R. Powell, D. Ramsey, K. Weiss

Guest: M. Cota

Approval of Minutes: A motion to approve the minutes from the December 10, 2013, meeting was made by H. Hua. Seconded by D. Lee. The minutes were approved.

End-of Year-Reports: The committee discussed the end-of-the year reporting process for projects that were funded this academic year. P. Ferri-Milligan distributed last year's reporting form. Suggestions were made to revise the report to accommodate both continuing and completed projects. In addition, reporters need to address whether they are requesting funds for next year in order to continue projects, whether they have searched for other funding for continuing projects, and identify the status of expenditures to date. The committee is also requesting that the original proposal be attached for reference.

The committee identified the end of March as the deadlines for reports. Projects that extend to the end of the Spring 2014 semester will still need to be reported to the committee, with the data regarding student success and retention rates being reported in the Fall 2014 semester. P. Ferri-Milligan will send out the revised reporting form in an email requesting that project proposers identify a meeting that they will attend with the written report and in order to give a brief oral report to the committee. The dates for these reports are February 25, March 11, and March 25.

The committee also discussed planning for next year. It will happen in several phases:

Phase I: By the first week in April the committee will address projects that have been funded on a yearly basis and review the need for continued funding. The committee will address at the next meeting how it can assist proposers of continuously funded projects in institutionalization. Ongoing projects should be addressed through the needs assessment phase of Program Review. Also, addressing a process for creating ongoing budgets based on institutional needs might be addressed through College Council.

Phase II: Project proposal requests will be sent our campus-wide in April for 2014-15 funding.

The committee plans to review its own process for allocating funding, and it will address this at the next meeting.