



# Basic Skills Committee Meeting Minutes

Date: April 25, 2017  
HS 119  
3:00 – 4:30 p.m.

**Type of Meeting:** *Regular*  
**Note Taker:** *Renée Nicovich*  
**Please Review/Bring:**

**Committee Members:**

**In attendance:**

- Riley Dwyer
- Dr. Susan Lowry
- Heidi Williams
- Morenike Adebayo
- Snizhana “Jane” Bowers
- Tamira Palmetto Despain
- Diane Flores-Kagan
- Vejea Jennings
- Jamie Jones
- Tyrone Mettler
- Mary Rose Toll

**Not in attendance:**

- Svetlana Deplazes
- D. Scott Jenison
- Audrey Moore
- Wade Saari
- LaDonna Trimble
- Dr. Les Uhazy
- Dr. Jill Zimmerman
- Dr. Erin Vines

Items	Person	Action
1. Criteria for Proposals	S. Lowry	Susan went over the criteria for looking at Basic Skills proposals. Members need to review them by May 9 when there will be a meeting to talk about the proposals. She passed out a handout—a two-page summary (from the California Basic Skills Poppy Copy). The travel proposals are separate and travel reporting may look different. Susan asked members to rank all of the proposals.
2. Summer Bridge	S. Lowry	Report about gathering for summer bridge. They went to the Student Success Kick-off to determine if they could find cohort. Captured many students who were interested. They are waiting for Wade to get data from those captures to see who is available for what class. Heidi is going to the registration for FYE students on May 3. Waiting on assessment scores to determine how many students are eligible. English has identified 10 courses to hold for as many as 100 students; waiting on Mathematics. Teachers have been identified for the Summer Bridge courses.
3. Basic Skills Report	H. Williams	Heidi presented a slide showing the fillable form which is redrafted for 2017. There was discussion that the due date of June 2 will not work because there is not



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		enough time to collect data. Reports are due to Riley by June 16.
NEXT MEETING DATE: May 9, 2017 3:00 – 4:30 pm, HS 119		