

BSI OVERSIGHT COMMITTEE AGENDA & MINUTES



Meeting Overview

Hosts	Michele Le Bleu-Burns & Gregory Anderson		
Present	Howard Irvin	Diana Lydgate	Jerry Rosenberg
Absent	Christina Espinosa-Pieb Margaret Michaelis MaryAlice Bonilla	Robert Griffin Rowena Tomaneng	Marion Winters Lydia Hearn
Date & Time	2/26/09 from 2:00		
Location	DA SCS 2 nd floor Conference Room,		

Agenda

- Continue review of revised Budget and Expenditure documents (posted on the BSI website -- http://www.deanza.edu/studentsuccess/bsi/reports_minutes_newletters.html under the Reports sub-heading)
- Review our action plan (submitted to State Chancellor's Office -- also found on the BSI website at the link above).
- Discuss next steps to implement Action Plan
 - a. What have we accomplished?
 - b. What is being accomplished?
 - c. What still needs to be addressed?

Minutes

- **Revised Budget and Expenditures documents review**
 1. Distributed budget and expenditures documents that have been created to improve transparency and have been revised and reformatted to make it easier for the general public to understand.
 2. Most of the carryover from previous years funds (05-06, 06-07, and 07-08) will be spent through the remainder of this fiscal year, which means that all of this year's (08-09 allocation) will remain in the account.
 3. In the category Basic Skills Tutoring, there are additional sources of funding from Title III (\$70,000) and DASB (\$100,000). In sum, the expenses required to provide academic support for students at the developmental level is a large amount, and the reports should somehow show that a structural deficit exists in terms of Basic Skills operations.

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- **Sankofa Meeting** – This was the last of the groups awarded funds to be met with. Michele has met with Sankofa and discussed operational processes regarding developing a budget, accountability measures and assessment and evaluation. It was decided that the best way to track spending it to utilize a B-budget. Howard was also present at the meeting. It was recognized that they are already well on their way in their programming and operational efforts.
- **Action Plan review**
 1. Developmental Education Task Force --
 - Currently, a clearly articulated mission, goals and objectives need to be created to initiate the process.
 - Integrated into these objectives should be advocating for staff, resources, and sections for those particular areas of developmental education.
 - Also, those who are needed on this DETF should be people who have expertise in developmental education and subject area content.
 2. Institutionalize Developmental Education Programs – the coordination efforts must work with and inform Senior Administration regarding developments to ensure their support and advocacy for these Developmental Education programs.
 3. Identify stable and adequate support of Developmental Education –
 - As the Steering Committee, we will oversee implementation of this plan, and need to identify all stakeholders – DSS, Counseling, Financial Aid, SSC, Chairs of different disciplines, etc.
 - There are two apparent areas that need to be discussed – conceptual and operational. The Operational needs are allocating funds to tutoring/counseling/staff development, etc. The Conceptual areas could be staff development with expertise in Basic Skills, which could help staff become more knowledgeable about Basic Skills students, will aid in the retention in the long-term, and will effect growth. This is also why we've allocated funds to the Teaching and Learning Conference and LinC/LART retreat programming.
 4. What first?
 - We will need a mandate to develop a committee who has an overall charge to guide the initial work of these teams.
 - We need senior staff to be on board to ensure that there is less fragmentation and more collaboration.

Action Items

- All Committee must read proposals and action plans again to help further the discussion regarding what we can accomplish this next year and where we could realistically begin with the Action Plan.
- Co-chairs will work together to draft a mandate for the next meeting.

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Next Meeting

- Of these discussions, which of these are realistic to complete this year?
- What can be rolled-over to 2009 – 2010?

Thursday 3/12/2009 from 2:00pm – 3:00pm in DA SCS Conference Room