 Council for Basic Skills

October 12-13,2023, Meeting Minutes

# CALL TO ORDER

A meeting of the Council for Basic Skills (CBS) was held at South Puget Sound Community College on October 12-13, 2023. Meeting Materials on SBCTC – [CBS website](https://www.sbctc.edu/colleges-staff/commissions-councils/cbs/meeting-cbs-2018-04.aspx).

# ATTENDEES:

Dana McNutt-Bates, Heidi Songstad & Ted Mansfield -Bellevue, Judi Wise-BTC, Jody Bortz-BBCC, Neda Rabbanian -Cascadia, Lindsey Garcia & Liselotte Thompson- Centralia College, Heidi Summers & Sara Gallow-Clark, Jenna Pollock-CPTC, Daphne Larios -CBC, Marissa Davison-CASC, Christine Kobayashi-EDCC, Katie Jensen & Sharon Moore-EVCC, Brittany Ferry -GHC, Lionel Candido Flores -GRC, Steve Washburn-Highline, Kelli Graham & Judy Faast-Hopelink, Karen Lee & Kelly Cover-Tan-LWIT, Cat Howell-Lit.Source, Theresa Stalick-LCC, Curtis Bonney-NSC, Amanda Piesik & Elaine Williams- Olympic College, Amie Batton- Peninsula, Lori Griffin-Pierce, Ali Cohen & Nicollette Rae-RTC, Sy Ear-Sea.Central, Paprika Fahrenwald & Stephanie Sareeram-Shoreline, Jennifer Boland & Frances Boydstun-SVC, Shannon Klasell-Sound Learning, Jennifer Barber-SPSCC, Scott Bean-So.Seattle, Sherri Fujita & Sarah Stiffler-Spokane, Jayme Peterson-SCCC, Rebecca Jayasundara-TCC, Amy Diehr-TCH, Carol Fitzgerald-WA State Penn, Christy Doyle-WWCC, Riva Morgan & Mario Reyes-WVC, Dawn Kroontje & Gerda Reeb-Whatcom, and Lori Kunkler-YVC

**Thursday October 12,2023**

**SOUTH PUGET SOUND COMMUNITY COLLEGE VPI GREETING – Dr. Michell Andreas**

As a VPI what do you want to share with me to take to IC? What do you need for CBS programming? Asked the room: what do you want me to know?

* ATB is easy if you remove a few Minor barriers like not giving HS+ credit, not paying for first 6 Credits.
* Felt that there is room for a better relationship between faculty and staff. Staff should be treated a bit better as classes are growing but staff numbers are not.
* We have a lot of admin burden, the number of hours is incredible, we have had a successful number of remote sites. And this quarter opened 3 more and enrollment is growing with agriculture and distance, VPI needs to better understand just how much goes into this setting up and running remote sites as it takes a lot especially when it is so rural.
* VPI- yes, it is labor intensive and if we could get away from some of the testing it would make it better as well.
* CBO’S can be accredited but it is a lot of work and very expensive.

## Instruction Commission update ~~–~~- Clark College VPI

Information for new members: IC sets work plan and CBS takes cues on setting theirs. The Chair of CBS attends the IC meetings as the liaison. Chair Sherri Fujita stressed to utilize your VPI so they can share with IC to ensure that CBS needs are met as we are the doorway and foundation to education.

**IC priorities overview: looking at supporting alternatives to standardized testing.**

* How our programs are serving so many new arrivals. Look at Highline’s model. (King County really wants to expand this)
* Working on a system level waiver
* Scaling ATB
* Possibly going away from the $25.00 fee
* Working on getting better HS transcript process. This is a project put together and shared WITH IC TO MAKE IT HAPPEN.

## [THE WASHINGTON STATE ADULT EDUCATION ADVISORY COUNCIL (AEAC)](https://www.sbctc.edu/about/task-forces-work-groups/aeac/)

[Presentation](https://www.sbctc.edu/colleges-staff/commissions-councils/cbs/meeting-materials): The AEAC is a governor appointed council, not part of WACTC but separate and sits with the governor. Started in 1991 to support the new law from K-12. Nine positions at 3 yr. terms. Must have a background working with adult learners. Some agencies will always have a role in the council and ties to the position held within said agency. Example Babs Robert from DSHS and Kristen Morgan from DOC. They, like all councils, have a work plan with goals through their own committee structure. They are good at putting together advocacy statements/legislative letters, etc.

A robust discussion was had regarding the AEAC and CBS's role in working with the council. Seeming consensus that CBS could do more to share and guide ways for AEAC to engage with adult education advocacy.

***Thoughts for later discussion***

* What could collaboration across goals look like between AEAC and CBS?
* How can CBS leverage the network of AEAC?
* In what ways can CBS support the work of AEAC?

## COMMITTEE MEETINGS

Sherri Fujita welcomed new people and shared that this is your chance to pick a committee. Sherri reviewed each one and discussed what they do: each one is part of the work plan. All minutes for the breakout sessions can be found in TEAMS.

Breakout sessions:

* Community Outreach, Recruitment & Retention Committee *(Amanda Piesik, Amy Diehr & Scott Toscano) Bldg. 28, rm 106*
* Equity & Inclusion Committee *(Sy Ear, Theresa Stalick & MarcusAntonio Gunn) Bldg. 28, rm 107*
* Guided Pathways Committee *(Daphne Larios & Nicole Hopkins) Bldg. 27, rm 119*
* Technology Committee *(Christine Kobayashi, Jenna Pollock & Will Durden) Bldg. 28, rm 110*
* Innovations Committee *(Curtis Bonney, Sarah Stiffler & Troy Goracke) Bldg. 28, rm 111*

UPDATE ON CASAS TESTING AND NRS REQUIREMENTS (Will Durden, Curtis Bonney, and Sarah Stiffler)

The committee is looking at artifacts that will help inform a pilot to demonstrate the validity of local assessments v. standardized tests. The goal: by this fall find programs that are willing to do the pilot project testing.

* How many students are needed?
* A student assignment example was having a student introduce themselves to the class.
* The pilot will ask faculty to take some current assignments and align them to appendix B.
* We need to tie course classrooms to the NRI requirements.
* Identify/create rubrics for the assessments.

NRS standards to aligning to Appendix B

In their [presentation](https://www.sbctc.edu/colleges-staff/commissions-councils/cbs/meeting-materials) they showed how they aligned to appendix B of the [NRS Technical Assistance Guide](https://nrsweb.org/sites/default/files/NRS-TA-Mar2021-508.pdf). After reviewing the framework to ensure that current assessments are on par, they looked at both assessment options and compared as well as reviewed a sample assignment and a sample of how to grade it. Then compared a student sample, from beginning to end of academia and after, career etc.

**Friday October 13,2023**

## SBCTC UPDATE

Will Durden delivered the [SBCTC Update](https://www.sbctc.edu/colleges-staff/commissions-councils/cbs/meeting-materials)

## Q & A WITH SBCTC STAFF

Q: Can you explain the 10% variance in our budget reporting?

A: 10% variance is for maintenance of effort. You must report up to 90% of what you did the year before, prefer 100 but 90 is ideal. (match) You can reduce by 10% annually. To ensure Federal compliance, spend federal funds first, then state funds. This is because any federal funds not spent must be returned.

CBO’s spend state funds first.

Q. CBO is concerned that on not spending fed funds early because if we shut down how are we going to make payroll.

A. Spend state funds first unless a government shutdown is in discussion then spend federal funds first.

Q. When will we get the PD calendar?

A. It is already on the website. Also, we have heard from you and the list is on the website broken down by quarter with the options. By the end of year, you will see all actual dates, etc. The PD survey will go out In January instead of March next year.

Q. Of the trainings that have a significant asynchronous, is that working for anyone? It is so time consuming and additional work my college cannot put that much into it.

A. I-BEST likes the asynchronous options. New directors use it for their on boarding.

Q. What about the Survey that comes out for additional funds?

A. When you spend within 5% of your master grant (of prior year) you are eligible for additional funds. The survey that we sent out in September asks if you were to receive additional funds what would you do with it.

Q. Can we get more than a week to do the survey?

A. The issue is that this is the previous year’s funding. This means that the grant closed end of June and we have to have the additional funds allocated by end of September therefore we do not know exactly how much will be available until very close to the deadline to spend it. But yes, we will attempt to give you more time to do the survey in the future.

Q. Is the name of the survey change based on what we feel we want to spend the money on?

A. No, it was named differently in the past, however there were about 12 different sub bullets as options for the additional funds, and as laptops was one, the survey was called digital funding the last couple of years.

Q. Can it be changed because I thought it was just for technology by the name of it and missed the opportunity.

A. Yes. It used to be named: roll over funding which we think made it clearer what the survey is. We will ensure going forward to include rollover funding in the title.

Q. Can’t you look at the centers that have spent down to 5% and take the roll over funds divided by these colleges evenly.

A. We discussed a blanket allocation, but not all campuses want the additional funding.

Q. Can you send the survey out earlier with the caveat that we are unsure what the actual rollover amount will be, but we can still request money and be happy with what we get based on what is available.

A. We will look at that, however, please keep the possibility of additional funding in mind all year and keep a running wish list so that you are ready when the survey comes out.

Approval of Minutes – May 2023– MOTION to approve- Jennifer Barber. 2nd Cat Howell.

Issues regarding May 2023 minutes:

* Did not include anything from the first day of meeting.
* Did not say who motioned for the approval of the minutes.
* For one of the breakout sessions the minutes stated that they could not hear on the recording who was speaking. Would like this sentence redacted from the record.

*Guided Pathways Committee – I don’t recognize the voice presenting, it’s not Daphn*e.

Minutes approved with the caveat that the above sentence be redacted.

## **Treasurers Report**

Sara Gallow - We have $20,562.74 currently in the account. We are still obtaining the annual dues for 2022-2023 and 2023-2024.

## ANNOUNCEMENTS

* SPSCC program coordinator position opening soon.
* Sound learning in Shelton has an ESL (English/Spanish) instructor position open.
* Bellevue College hiring for their Associate Dean for Basic and Transitional Studies.

## ACTION ITEMS

* Keep talking to your VPI advocating for the work that we do. Focus on the work plan.
* IC/AEAC leverage.
* Please continue to work within your committees.

**Adjourn**

**2023-24 Upcoming Meetings**

**Winter:** January 26, 2024 – Zoom

**Spring:** May 16-17, 2024 – Big Bend Community College