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| **Council for Basic Skills Minutes (draft)** |
| October 24 – 25, 2024 Yakima Valley CollegeKaminski Conference Center, Building 28 |

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| **Agenda Items** | **Action / Discussion** |
| **1.** Welcome, announcements, greetings | * Call for committee chairs (Equity & Inclusion, Guided Pathways, Innovations)
* Land Acknowledgement - Pedro Navarrte, Interim Vice President of Student Services, Yakima Valley College
* Welcome - Kerrie Cavaness, Interim Vice President of Instruction, Yakima Valley College
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| **2.** Student voices | * 5 students representing HS+ and GED
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| **3.** Instruction Commission updates | * Dr. Cathay Leaker, Vice President of Instruction, Everett
	+ Transitions subgroup: drafting a recommendation on

$25 basic skills tuition fee; improving ATB processes across the system; interest in developing a data system of tracking BEdA, including defining what is a transition and what data elements are needed to track, population, dashboard, aligning data with funding requests |
| **4.** Meaningful conversations | * MFA
* LACES –admin
* LACES- instructors
* AI Policies
* BEdA Reciprocity – HS+ credits
* Equitable Standards – BEdA and local high school students
* L&I Partnerships
* Intake processes
* Monitoring Visits
* Prior Learning - HS+
* CASAS
* Waivers for out-of-state HS+ students in college classes
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| **5**. Working lunch | Discussion topic: How do you continue creating a safe and welcoming environment given the upcoming election and political climate? |
| **6.** Workplan and committee charges | * [2024-25 CBS Workplan](https://tinyurl.com/5chyjbbe)
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| **7.** Committee reports | 1. Community Outreach, Recruitment & Retention

Co-chairs: Ali Cohen and Lindsey Garcia* + Sending the request to waive the $25 tuition for a vote in the winter IC. You should work with your VPI to inform of the impact on your program, questions can go to the committee. Revenue is sometimes used to staff positions. Not all know where the funding goes. The administrative cost can be more than the $25 tuition.
1. Equity & Inclusion

Co-chairs: Jessica Strickland and Ricardo Chavez* + Committee members will join other committees to ensure all have equity and inclusion focus
1. Guided Pathways

Co-chairs: Amie Batton, Daphne Larios* + Change of focus and possible name change:
		- Repository of policies and procedures
		- Guided Pathways will remain part of focus
1. Technology

Co-chairs: Christine Kobayashi, Jenna Pollock* + Enhancement request: BEdA grading basis: show and calculate GPA, show credits earned, self-service transcript; evaluate completion of HS+/other BEdA programs, Advising reports: grades, show and calculate GPA, show credits earned pre-req check, track course repeats, allow for multiple grading basis
* Possible LACES best practices/how-to
* Repeat rule: course build may help
* MFA
* Now have some of IC workplan and will align to that

5. InnovationsCo-Chairs: Rozella Cruz-Yu Jung and Cat Howell 3 goals for the year: |

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|  | 1. Continue to support pilot on showing course progression as a MSG & plan for dissemination/advocacy of results
2. Develop guidance on how to survey for employment follow up data and document this MSG in LACES
3. Continue to follow updates on waiver policy for co- enrollment in BEdA and College credits
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| **8.** LACES | [Fall CBS LACES Update](https://docs.google.com/presentation/d/1xDweNay-PcYi-k7xTesqPryhovI6SysU/edit?usp=sharing&ouid=111661777811213063106&rtpof=true&sd=true)* Review of survey results of LACES users
* Plans for the improvement of LACES
* Nov. 13 LACES refresher
* Q’s:
	+ Data quality - student drops, showing in LACES: follow up with LACES staff, compare lists, review for technical issues
	+ Variable credit: need clarity about how to address
	+ LACES help desk: not all go through
	+ Need for clarification on where to direct questions/request for tech assistance
	+ Interest in learning best practices
	+ Ask for written guidance/instruction
	+ Demographic reporting - concerns; “observer identification”
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| **9.** Q & A | * OFM budget error: legislative strategy is revised to advocate for keeping money based on college contract negotiating and staffing decisions
* State initiatives may impact overall budget depending on voting outcomes
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| **10.** SBCTCupdates and Q & A | * [Fall CBS SBCTC BEdA Update](https://docs.google.com/presentation/d/1mX-ecKncSjhq_-8pYGr8Tl-gh6fB0QDF/edit?usp=sharing&ouid=111661777811213063106&rtpof=true&sd=true)
* Navigators conference; check in with attendees
* Changes to BEdA staff: MarcusAntonio - Appointed Director of EDI, effective Nov 1, temporary; Kate Orellana will back fill
* Policy request bills:
	+ RCW 28B.118.011 College Bound Scholarship - expanding eligibility to those earning a GED
	+ 28B.15.520: college classes for HS diploma tuition waiver; remove age requirement (currently specifies age 19)
* Future requests:
	+ RCW 28B.15.012: all enrolled HS students are defined as residents for tuition purposes
* FFRs were due 9/26/24; Narrative report due by 11/4/24 - submit as an attachment in 2023-24 OGMS application
* Collaborations with Workforce Development Councils: working with WA Workforce Assoc to build relationships;
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|  | * Spokane; Wenatchee, Big Bend highlighting positive relationships and partnerships
* ATB webinar: 11/14 10:00 AM; review guidance for Eligible Career Pathways - changes to process for submission, pay attention to the details about the approval process; opportunity for strengthening relationships with FA
	+ New student services director; efforts to improve system communication and collaboration
	+ Will bring in additional policy and technical assistance with FA
	+ Seeking additional guidance on transfer pathways
* L&I: SHB2217 eff 1/1/25: expands L&I referral options; will include basic education and technology; still waiting for details; may include additional paperwork and tracking requirements; SBCTC is in communication with L&I;
* BEdA programs will be included in Career Bridge - allows for determination as an eligible provider
* Student success software RFP: system-wide ask; looking for BEdA RFP evaluator(s); student-facing users; evaluations will occur early Nov for 2 weeks. Notify Monica Wilson if interested or have questions
* ctcLink intake: student financial responsibility agreement: students make an agreement to pay; consequences (collections); some exemptions - most BEdA students exempt; starting in Spring 2025
* Digital Equity Competitive Grant: SBCTC submitted for system - requested $12mil; national grant; 700 apps received; notification date may be winter; if awarded will support digital literacy and technology standardization (student learning outcomes ,state standards, assessments, curriculum, training, technology)
* Digital Literacy guidance: if standalone, need to be co- enrolled in other BEdA programming
* Federal update
	+ Funding & Administration: no proposed cuts to Adult Ed; if DOE is eliminated, funding may be moved to another department
	+ President election and impact to students: potential climate of fear
		- Be aware of legal advice - share good info and resources with SBCTC
		- Explore professional development opportunities
		- Letter from SBCTC BEdA: send past experiences to Will; work with campus leadership
		- Send Jennifer Barber examples of policies, procedures, practices
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| **11.** Business meeting | * Minutes: Motion to approve Teresa Stalick ; second Cat Howell; approved
* Executive team/treasurer report
* Treasurer report: balance $21,700; average cost of meeting

$3000; follow up with CBS dues; moving to centralized billing to SBCTCPossible spring meeting topic: ADA or AI· Announcements* Suggested Council Name change
* Council for Foundational Education (CAFE)
* Council for Adult Education (CAE)
* College & Career Preparation Council (CCPC)
* Career & Academic Preparation Council (CAPC)
* Council for Adult Pathways Education (CAPE)
* Council for Adult Education Pathways (CAEP)
* College & Career Pathways Council (CCPC)
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| **12.** Action items | * Committee chairs: submit sign in sheets and reports to Jennifer Barber
* Propose guest speakers/topics for future CBS meetings
* Complete Council name change survey
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