



Academic Senate for California Community Colleges

LEADERSHIP. EMPOWERMENT. VOICE.

Basic Skills/Noncredit Committee

Thursday, September 10

10:00 AM – 12:00 PM

Zoom Meeting

Join Zoom Meeting

<https://fhda-edu.zoom.us/j/94101087248?pwd=VmZuTzRiVUt4RDV4MDdkZzFxTGZLQT09>

Meeting ID: 941 0108 7248

Passcode: 943125

One tap mobile

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Minutes

Noncredit Committee Charge: The Academic Senate Committee on Noncredit will serve as a resource to the President and Executive Committee on issues related to instruction, counseling, student services, and program development in noncredit and the role of faculty in noncredit instruction as related to governance and local participation in academic and professional activities.

Basic Skills Committee Charge: The Basic Skills Committee reviews policies and recommends to the Executive Committee positions and actions on issues related to meeting the needs of under-prepared community college students. In addition, the Basic Skills Committee gathers information on best practices in providing instruction and support services to under-prepared students and conveys this information to the field through breakouts, workshops, and papers. Members of the Basic Skills Committee represent the Academic Senate on such bodies as the Student Equity and Achievement Workgroup.

- I. Members Roll Call:
Everyone was present

Karen Chow—Chair	Ingrid Greenberg	Kimberley Stiemke
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Samuel Foster—2 nd Chair	Mary Legner	Elizabeth Walker
Emma Diaz	Dana Miho	Wendy Brill-Wynkoop

II. Call to Order and Agenda Adoption
Meeting Called to order at 10:04 a.m.

III. Minutes Volunteer: Sam agreed to take the minutes

IV. Shout Outs, Affirmations, and Lean-in

A. Thank you all for the Doodle responses

B. Introduction activity—grab an item that shows your passion!

The committee members introduced themselves and shared personal information.

C. **Team-building activity**—2 break-out groups

(<https://docs.google.com/document/d/1BMkaXFmQowEN-m651359WCWUfoBvYNCQP6DaPHG4i0o/edit?usp=sharing>) The committee members shared a list of expectations:

1. What do you expect of each other?

Be aware of your own capacity--take ownership and follow-through on what you promise.

Be accountable

Communicate

Active Participation--Show up

Kindness

Respect:

- Respect each other's time - respond in a timely manner
- Respect each other's opinions. Be professional - disagreement is okay but use professional language. Disagree with ideas, not people
- Don't negate other's experiences

1. What do you expect of the Committee Chair?

Be the Facilitator

Keep the focus of the committee - move the agenda forward

Clear outcomes and takeaways

Clear timeline and calendar of meetings with a sufficient lead time

Documentation of committee's work/actions

Be the Liaison between committee and ASCCC Executive Committee

Bring Snacks when we can meet in person

V. Contact Info—[Google Form \(https://forms.gle/YBVHvdtQ5ssfX7r1A \)](https://forms.gle/YBVHvdtQ5ssfX7r1A)

VI. Monthly Meetings—Schedule next one

October 22, November 19, December 10. All meetings 10-12 p.m.

VII.

[Google Shared Folder](https://drive.google.com/drive/folders/19Mcdxew-JeUnbYut5tljYZssp94iyFX?usp=sharing)

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- VIII. Committee Charge Review (above) and [Committee Member Guidelines Committee members recommended changes, and additional changes would be made via email.](#)
- IX. Committee Goals and Priorities (items C-D agenda items for upcoming Fall 2020 Noncredit & Basic Skills meetings)—[this Item was tabled to the October 2020 meeting:](#)
- A. Review [last year's committee recommendations](#)
 - B. Review [resolutions assigned](#)
 - C. Review [Noncredit Instruction: Opportunity & Challenge ASCCC Paper](#) (adopted Spring 2019)
 - D. Review [ASCCC Strategic Plan](#)
 - E. Develop NC&BS work plan
- X. Plenary Fall 2020
- A. Theme: Addressing Anti-Blackness: Inclusion, Diversity, Equity, and Antiracism in Academic and Professional Matters
 - B. Ideas on increasing participation
 - C. [Break-out topics](#) were submitted by August 28 deadline – thank you for your input!
 - D. Resolutions can be brought to Area meetings (October 16-17, 2020)
- XI. *Rostrum* Articles
- A. Due September 25
Later due dates: January 4 and March 8
 - B. Ideas and suggestions
Committee members considered topics from their research, but the September 25 date was too soon. Later due dates: January 4 and March 8 would be more feasible
- XII. Career and Noncredit Institute (organized jointly with CTE Leadership Committee)
- A. April 30- May2, 2021 in Southern California
 - B. Theme Ideas (Can build off of Career and Noncredit Institute planned for Spring 2020, which was cancelled due to COVID)
- XIII. Announcements
- A. Check for upcoming events at [here](#)
 - Academic Academy (October 8-9)
 - Area Meetings (October 16 and 17)
 - Plenary (November 5-7)
 - B. [Application for Statewide Service](#)
 - C. Amazon Smile (smile.amazon.com)—select Foundation of the Academic Senate for California Community Colleges
- XIV. Closing Comments
- A. Planning Fall meetings
 - B. Any other final comments or suggestions?
- XV. Adjournment Adjourned at 12:05 p.m.

In Progress:

- Noncredit & Basic Skills Committee Workplan and Goals
- Update to ASCCC Committees document

Completed Tasks:

- **Icebreaker/Committee Community Building/Discussion of Noncredit & other issues members have worked & focused on**
- **Schedule of Fall Meetings**
- **Committee Updated Charge drafted**