Basic Skills/Noncredit Committee
Thursday, October 15
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
+14086380968,,94101087248# US (San Jose)
+16699006833,,94101087248# US (San Jose)

Dial by your location
+1 408 638 0968 US (San Jose)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 301 715 8592 US (Germantown)
Meeting ID: 941 0108 7248
Find your local number: https://fhda-edu.zoom.us/u/aciSN9F9pR

Minutes

1. What do we expect of each other?

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

Committee Charge: The Academic Senate Committee on Noncredit & reviews policies and makes recommendations to the Executive Committee. Baseline: The Basic Skills Committee reviews policies and recommends to the Academic Senate on such bodies as the Student Equity and Achievement Workgroup.
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 we 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

I. Members Roll Call:

<table>
<thead>
<tr>
<th>Karen Chow—Chair</th>
<th>Ingrid Greenberg</th>
<th>Kimberley Stiemke</th>
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<tbody>
<tr>
<td>Samuel Foster—2nd Chair</td>
<td>Mary Legner</td>
<td>Elizabeth Walker</td>
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<tr>
<td>Emma Diaz</td>
<td>Dana Miho</td>
<td>Wendy Brill-Wynkoop</td>
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II. Call to Order and Agenda Adoption

III. Minutes Volunteer:

IV. Shout Outs, Affirmations, and Lean-in
   A. Thank you all for all your input

V. Fall Monthly Meetings (Zoom/Outlook invitations sent). All Meetings 10-12 pm
   October 22,
   November 19,
   December 3.
   All meetings 10-12 p.m.

VI. **Google Shared Folder**

VII. Approve Updated Committee Charge Review (above)

VIII. Committee Goals and Priorities (items C-D agenda items for upcoming Fall 2020 Noncredit & Basic Skills meetings)
   A. Review last year’s committee recommendations
   B. Review resolutions assigned
   D. Review ASCCC Strategic Plan
E. Develop NC&BS work plan

IX. 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;
   D. Resolutions can be brought to Area meetings (October 16-17, 2020) and/or to Plenary by delegates

X. Rostrum Articles
   A. Due January 4 and March 8
   B. Ideas and suggestions

XI. Career and Noncredit Institute (organized jointly with CTE Leadership Committee)
   A. April 30- May2, 2021 in Southern California
   B. Theme Ideas & Institute Marketing Blurb
   C. Possible Joint meeting Nov. 19?

XII. Announcements
   A. Check for upcoming events at here
      ● Plenary (November 5-7)
      ● Part-Time Institute (February 18-20
      ● Spring Plenary (April 15-17)
   B. Application for Statewide Service
   C. Amazon Smile (smile.amazon.com)—select Foundation of the Academic Senate for California Community Colleges

XIII. Closing Comments
   A. Any other final comments or suggestions?

XIV. Adjournment

Contact Info—Google Form (https://forms.gle/YBVHvdtQ5ssfX7r1A)

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