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
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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
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-m651359WCWUfoBvYNQCP6DaPHG4ioo/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)

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)
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
   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- May 2, 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