

Laney Foundation Skills Committee (FSC) Meeting Agenda and Minutes
November 17, 2016, T-450

Co-chaired by Suzan Tiemroth-Zavala, Faculty and Chuen Chen, Dean of Liberal Arts

Agenda Item	Expected Outcomes and Outcomes Achieved	Discussion Points	Facilitators	Time
1. November 3, 2016 meetings	Expected Outcomes Approve minutes		Suzan Tiemroth-Zavala	5
2. Budget for 2016-17			Dean Chan	10
3. Update on The Northern Alameda Consortium for Adult Education (NACAE) is sponsoring a workshop on "Non-Credit Course and Program Development" to be led by Dr. Madelyn Arballo, Dean of the School of Continuing Education at Mt. San Antonio College. 4. Introduction of Atiya Rashada, our new Project Manager/Transitions Liaison	Expected Outcomes: Inform the Committee and encourage participation Outcomes Achieved .		Jackie Graves	10
5. Planning for Spring 2017	Expected Outcomes Make a prioritized list of projects for Spring 2017 after seeing the budget Outcomes Achieved New information is forthcoming and Suzan will check grant to see if Any Bohorquez can get tutors for her biology class.		Suzan Tiemroth-Zavala	15
6. Allowable expenses	The Chancellor's Office, in cooperation with the Basic Skills Advisory Committee created an expenditure guideline that can be retrieved the link			10

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	<p>below. This document provides specific, micro-level, hands-on examples of permissible and not advised expenditures. http://bit.ly/29YvouY</p> <p>An additional information guide that can be retrieved from the link below. This document provides set of meta-level constraints that can help with decision making. http://bit.ly/1SbOCOW</p>			

Data Category	Explanation of Expense Category
A	Program, curriculum planning, and development
B	Students assessment
C	Advisement and counseling services
D	Supplemental instruction and tutoring
E	Course articulation / alignment of the curriculum
F	Instructional materials and equipment
G.1	Coordination
G.2	Research
G.3	Professional development

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Together, these documents provide a complimentary view of basic skills expenditures. Ultimately, colleges must decide on specific potential expenditures. Below are the nine expenditure categories that are permissible for use by the colleges, and which are reportable to the Chancellor's Office:

It is essential to distinguish between disparate interpretations of the word "support" in relation to basic skills activities. BSI funds cannot be used to support the costs of a non-basic skills course; however, they can be used to support basic skills deficiencies for basic skills students, regardless of the course in which these deficiencies manifest.

For example, suppose a student who is one level below in mathematics never the less takes a for-credit, transferrable, degree-applicable algebra course. Basic Skills funds could not be used to support the cost of a non-basic skills course; however, BSI funds could be used to support tutoring for the basic skills student related to those

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