

## **Monterey Peninsula College BSI Committee By-Laws**

### **Basic Skills at Monterey Peninsula College**

Monterey Peninsula College promotes and supports student success, in part, through basic skills instruction, programs, and services, including but not limited to counseling, learning centers, tutoring programs, and informational technology.

According to the state's *Basic Skills as a Foundation for Student Success in the California Community Colleges*, basic skills are defined as "those foundation skills in reading, writing, mathematics, learning skills, study skills, and English as a Second Language which are necessary for students to succeed in college-level work."

On a programmatic level, at Monterey Peninsula College, basic skills courses are typically those courses in reading, writing, math, learning skills, study skills, English as a Second Language, and information literacy that are below college-level transfer.

### **BSI Committee Mission Statement**

The BSI Committee is committed to supporting highly coordinated, integrated, and collaborative learning and support environments; raising awareness of basic skills; removing academic barriers; facilitating smooth academic transitions; creating clearer pathways to student success in both academic and vocational areas; and providing student-focused approaches to learning.

### **Committee Goals**

- In concert with the appropriate campus stakeholders, evaluate the progress being made on the accomplishment of the objectives stated in the BSI Action Plan and act as a resource for those implementing the planned actions
- Conduct annual review of the BSI Action Plan and Long-Term Goals and recommend amendments as deemed necessary
- Seek to inform the campus and local community about basic skills concepts, programs, resources, programs, and practices and continue to integrate basic skills into the campus culture and college community
- Enhance collaboration and communication between student services and academic affairs and among all programs and services related to basic skills
- Establish and sustain ongoing opportunities to enhance basic skills instructional and advising methods at all levels of the institution; continue to collaborate with appropriate departments in surveying and implementing effective instructional practices
- Support plans and programs that facilitate transition to college
- Celebrate achievements and successes accomplished by students, faculty, staff, and programs in areas related to basic skills

## **Committee Leadership**

The BSI Committee shall have a Chair who will be a faculty/staff representative. The chair will be elected by a majority of the committee members. The Faculty/Staff Chair and Secretary shall serve a three-year term with an option for re-appointment by the Senate.

## ***Responsibilities***

- The Committee Co-Chairs will be responsible for developing and distributing the agenda for each meeting of the BSI Committee.
- The Committee Co-Chairs will communicate all recommendations of the committee to appropriate groups or individuals following each of the meetings.
- The Committee Co-Chairs shall be responsible for seeing that the work of BSI Committee is progressing satisfactorily.
- The Committee Co-Chairs shall be responsible for reporting committee activity to the Senate.
- The Committee Secretary will take minutes at each meeting and distribute them to the BSI Committee members and Academic Senate.

## **Appointment of Members**

The Academic Senate will appoint all faculty members to the committee; the Senate will work collegially with the committee Chair in this appointment process. Administrative representatives will be appointed by the administration. The voting members of the BSI Committee shall consist of one representative from each of the divisions or areas:

1. Academic Affairs Administrative Representative
2. Student Services Administrative Representative
3. Basic Skills Writing Faculty
4. Basic Skills Reading Faculty
5. Basic Skills Math Faculty
6. ENSL/ENSL Center Faculty
7. Library Faculty
8. TRIO/EOPS/College Readiness
9. Academic Support Center
10. Supportive Services Reading
11. Supportive Service Writing
12. ESSC Director
13. Reading Center Coordinator
14. Math Learning Center Coordinator
15. Counseling Faculty
16. Non-Basic Skills Faculty
17. CTE Faculty Representative\*

\*If no CTE faculty can be found to participate in this committee, the administration will appoint a temporary CTE administrative representative until a faculty member is appointed by the Senate.

Of these representatives, the committee will make every attempt to include at least one adjunct faculty member.

In addition to the above voting members, the committee will appoint a student representative; this student preferably will be an individual who is currently or has recently been enrolled in a basic skills course or related program. However, any MPC student can serve in this position.

Committee positions that, by definition, require the participation of a particular individual from an area or program (e.g. Academic Support, ESSC, etc.) or by an administrative representative shall continue without term limits. All other committee members shall serve for three years with an option for re-appointment by the Senate. In order to allow for staggered position vacancies, the schedule below defines the 1<sup>st</sup> term vacancy with subsequent vacancies to follow after the full three-year term for each position.

Basic Skills Writing Faculty	2010 - 2011
Basic Skills Reading Faculty	2010 - 2011
Basic Skills Math Faculty	2011 - 2012
ENSL/ENSL Center Faculty	2011 - 2012
Library	2012 - 2013
TRIO/EOPS/College Readiness	2012 - 2013
Counseling	2013 - 2014
Non-Basic Skills Faculty	2013 - 2014
CTE Representative	2013 - 2014

## **Meetings**

Regular meetings of the BSI shall be held on the first and third Friday of each month during Fall and Spring terms.

Special meetings of the BSI shall have 24-hour notice, including a binding agenda with specific description of each item of business to be transacted or discussed at the meeting.

### **Attendance and Quorum**

In order to conduct official committee business, the BSI Committee will require a quorum that constitutes 50% of the regular voting members of the committee.

For special meetings of the BSI that require a vote, the committee shall determine whether or not to authorize voting by proxy. This determination will be made at a regular meeting of the committee. In cases where special meetings are called before the committee can convene at its regular meeting time, no voting will occur.

### **Decision Making Processes**

For any actions that require a vote, there will occur a finite period of discussion; committee members will respect the need to keep individual points succinct and relevant to the issue at hand. At the end of the discussion period, all decisions will be made by show of hands unless the committee determines the need for a confidential vote. Committee decisions will require a straight majority vote.

### **BSI Planned Actions and Funding Recommendations**

Each Fall, the BSI Committee will determine which planned actions from the BSI Action Plan have been met and have yet to be met, considering priority by the deadline date listed on the current BSI Action Plan; in conjunction with this task, reports on available categorical basic skills funds will be given to the committee at regular intervals by the individual(s) charged with coordination; moreover, the individual(s) charged with coordination will make progress reports as needed showing how funds are being spent on individual projects to the committee.

Once the above information is determined, the committee will draft/update the institution's BSI Action Plan for the upcoming year. As it drafts/updates the institution's BSI Action Plan, the committee, in conjunction with the individual(s) charged with operationalizing/coordinating the BSI Action Plan, will recommend estimated costs associated with each action item and use these amounts accordingly to be applied to the institution's BSI Expenditure Plan. All BSI funds will be connected to the institution's BSI Long-range Goals and Annual Action Plan.

Committee members will endeavor to elicit suggestions, ideas, and requests from the larger campus community in order to facilitate informed, collaborative discussions, which will ultimately serve the needs of the students in the best possible way.

For any Action Plan item(s) requiring funding, the committee will conduct a meeting in which committee members will make recommendations concerning specific activities and their costs directly tied to the specific BSI Action Plan item. Once the recommendations have been presented, the BSI Committee will meet to discuss and prioritize these recommendations before forwarding them to the Academic Affairs Advisory Group and the Student Affairs Advisory Group, which will then consider these recommendations and forward to the College Council.

All BSI funding recommendations shall go through the college's resource allocation process. All issues related to academic and professional matters will be reported to the Academic Senate. The BSI Committee shall provide background and supportive information to the Academic Senate and the College Council on all such recommendations.

### **Request for Unrestricted, Non-BSI Funding**

If the BSI Committee determines a need for funding that exceeds the restricted BSI Funds allotted by the state, the committee will indicate such requests in our College Action Plan, which will then require presentation to and request for inclusion in the college advisory groups' Action Plan process in addition to presentation to Academic Senate and College Council.

### **Committee Affiliation/Shared Governance Process**

As a standing subcommittee of the Academic Senate, the BSI Committee will provide quarterly reports to the Senate on progress toward the achievement of BSI goals. The BSI Committee shall deliver regular reports to the Senate, AAAG, and SSAG.

### **Agendas and Minutes**

- a. Submission of agenda items: Items for inclusion on the BSI Committee agenda must be presented in writing to the Chairperson(s) at least one week prior to a scheduled meeting.
- b. Agendas for the BSI Committee must be binding and distributed in a timely manner.
- c. Minutes will be provided to committee members in a timely manner; a copy of each meeting's minutes shall be shared with the Academic Senate.

### **Amendment of Bylaws**

Generally, these bylaws may be amended at any regular meeting of the BSI Committee by a two-thirds vote, provided that the amendment has been submitted for first reading, in writing, at the previous regular meeting. However, for any revisions to the by-laws that would result in fundamental changes to processes, the BSI committee will forward its recommendations to the Academic Senate for approval.