

BASIC SKILLS INITIATIVE COMMITTEE

MINUTES

Wednesday February 22, 2012 1:30 p.m. Room 2724

Frank Rapp called the meeting to order at 1:38 p.m.

Basic Skills members in attendance were as follows:

Frank Rapp, Basic Skills Coordinator
David Zielinski, Faculty Representative for writing
Kseniya Gregory, ESL Department Chair
Betsy Riehle, Faculty Representative for Math
Nancy Lay, Faculty Representative for Reading
Michael Heumann, English Department Chair
Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline

Basic Skills members not in attendance were as follows

Frank Miranda, Faculty Representative for Career Technical Norma Nunez, Representative for Counseling

Others Present:

Brian McNeece, Dean of Arts/Letters Allyn Leon, Math Instructor

Recorder

Martha Navarro

APPROVAL OF MINUTES OF 24 November 2010

M/S/C (Allyn Leon/Michael Heumann) to approve minutes of January 25, 2012 as corrected. Motion carried

Discussion Items

- 1. Service Area Outcomes— Frank distributed copies of the IVC BSIC Service Area SLO's. He went on to read the mission statement, institutional learning outcomes, service area student learning outcomes and proposed SA-SLO's for Basic Skills. The five proposed SA-SLO's are:
 - 1. Students will attain a 10% increase in overall success rates in reading and writing classes over the next five years (2011-2016).
 - 2. Students will attain a 10% increase in the overall success rate in mathematics classes over the next five years (2011-2016).
 - 3. Basic Skills instructors will generate staff development sessions to a minimum of five per year by 2016.
 - 4. The college will develop and maintain a system for measuring district –wide knowledge of Basic Skills in order to ensure that Basic Skills programs remain a clear institutional priority.
 - 5. Basic Skills instructors and Student Services increase utilization of the IVC Early Alert program by at least 20% over the next five years (2011-2016).

Frank stated that the proposed SA-SLO's had to reflect the Basic Skills Initiative program report that was submitted to the Chancellor's Office. Frank asked the committee if they want to assess more than five SA-SLOs for evidence. Lisa stated that not all five have to be assessed at the same time. Michael stated that the first and second proposed SA-SLOs can be measured by gathering completion and success rates data. David stressed that the proposed SA-SLOs must be aligned with the report sent to Chancellor's office. Betsy asked Frank in regards to proposal number three, if the instructor must be one that teaches Basic Skills classes. Frank responded that anyone can generate staff development sessions. Betsy suggested creating a calendar to put down which Basic Skills member will be working on which SA-SLO proposal. The members were reminded by Frank that they need to focus on data that can be measured.

Some members agreed that SA-SLO number four will be difficult to measure unless it's tied in with SA-SLO number three. Michael suggested conducting a survey after staff development to justify the data for number four. Brian stated that data for number five can be obtained from Norma Nunez, who handles the Early Alert program. In addition, Lisa stated that more information is needed as to the time line and process of the Early Alert program. Further, Frank recommended getting the number of basic skills instructors who refer students through the Early Alert.

The committee agreed to work on SA-SLO's and bring them to the next Basic Skills meeting instead of sending them in and making them an action item. Lisa will follow up with Toni Pfister in regards to the SLO's process. For accreditation purposes, Brian suggested uploading the SLO's on the Basic Skills webpage, under agendas/minutes. Brian suggested the committee should figure out the cycles/assessments during the next Basic Skills meeting. Michael recommended not assessing more than five SA-SLOs. Lisa added that all five do not need to be assessed at the same time. Brian suggested using the ARCC report for SA-SLO number one and two. Frank recognized David and thanked him for volunteering and writing the SA-SLOs.

- 2. Learning Works—Frank referred members to visit the Learning Works website. The website has an overview of the recommendations made by the Student Success Task Force. The site also lists some concerns that have been voiced regarding the Student Success Task Force recommendations. Allyn stated that the Poppy copy mentions what others schools have done.
 - 3. Other —Frank informed the members that he will be attending a conference in Anaheim next week.

ADJOURNMENT

The meeting was adjourned at 2:34 p.m.