

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting
Wednesday, May 27, 2015 1:30 p.m.
Room 2727

Mission: *The mission of the Basic Skills Committee for Imperial Valley College is to find ways to increase student success and retention rates in basic skills classes involving reading, writing, ESL, and math; to increase student skill levels in these areas so that students are better prepared for their academic and career goals; to provide training for IVC instructors so that they can better understand and teach basic skills students; and to generally support best practices to achieve these ends.*

Attendees ✓	Guests
Allyn Leon ✓	
Caroline Bennett ✓	
David Zielinski	
Gordon Bailey	
Jill Nelipovich ✓	
Kathleen Dorantes ✓	
Mardjan Shokoufi ✓	
Nancy Lay ✓	
Norma Nuñez ✓	
Russell Lavery	
Sydney Rice	
Terry Norris ✓	
Ed Scheuerell	

Recorder: Martha Navarro

A. Call to Order - Jill Nelipovich

Jill Nelipovich called the special meeting of the Imperial Valley College Basic Skills Committee to order at 1:40 p.m. on Wednesday, May 27, 2015.

B. Review and Approval of Minutes, April 27, 2015

M/S/C Russell Lavery / Mardjan Shokoufi to approve the minutes of April 27, 2015

C. Reports

1. Brown Act Reports (Minutes Approval)

- Jill briefly discussed the Brown Act presentation given by Bruce Bishop. One of the topics was approval of minutes. According to the Brown Act, Basic Skills minutes are not required to be approved by the Committee. The members will approve April's minutes and will decide next year if they would like to continue approving them.

2. Title V TALCAS (Teaching and Learning for Achievement & Success)

- Jill's grant idea was on tutoring and professional development with a cooperative agreement with SDSU and the Nursing program.
- Starting October 2015, the grant will be awarded to thirty-two nationwide Institutions. In order to qualify and award, the Institution's Hispanic population must be 25%
- Sally, grant writer, will be in town on Monday and Jill would like anyone involved with the title 5 grant to attend the meeting with Sally.

3. Basic skills Expenditure Report (due July 31st)

- Jill reminded members that the \$29,000 left must be spent by June 30, 2015.
- Jill stated that the expense report will be submitted July 31, 2015 and October 15, 2015.
- Eric Nelson, BSI Coordinator for the Chancellor's office, wants Committees to use real statistics.
- Jill stated that part of the issue in being due July 31, not all the data will be submitted to MIS until June 30.
- Jill will submit the proposal using in house data and will cross referenced it with MIS

D. Update on Previous Discussion Items

E. New Discussion

1. Faculty Mentoring Program Math, English, ESL (Kathleen Dorantes, Allyn Leon, Jill Nelipovich) Computers + Software (Surface Computers, Camtasia, Closed captioning for ADA compliance) - faculty collaboration day.
 - The members discussed the idea of faculty becoming mentors for basic skills students. Some suggestions were made, for instance, linking an English class with a Math or History class
 - Basic Skills funds can be used to pay non-basic skills faculty that uses Basic Skills tools in their class to teach their students.
 - Jill will put together a proposal by June and email it to the members. She asked members to think of any activities they would like to work on for professional development. Jill added that faculty may be compensated for putting together a plan. Full time and part time faculty who have relevance to the discipline they teach would be invited to participate. The members agreed to name this "Faculty Collaboration day".
2. Fraction Software (Math Department)
 - Students in math 60, 71, 81, 140 are having problems with fractions. Basic Skills will pay for the license software that will benefit Basic Skills math students.
 - Kathleen stated that she has not found any site software license. She added that the site license for My Skills Tutor will be expiring in September. Jill suggested searching the K-12 system.

F. Action Items

1. Learning Services (Terry Norris)
M/S/C Kathleen Dorantes / Allyn Leon to approve all tutoring programs
 - The members agreed to combine and vote on all tutoring programs as one request.
 - *Tutor Training- \$1523.00-* Terry distribute copies of the tutor training proposal. Terry explained that due to new HR regulations, tutors are required to be replaced every two years.
 - Tutors will need to be trained during the summer in order to be prepared for the fall 2015 semester. The Writing Lab is requesting three new tutors and the Study Skills Center is requesting six. The proposal included a breakdown of the tutor training salary, workmen's compensation and printing cost. The outcome will be assessed thru student surveys.
 - *Summer 2015 Embedded Tutoring Program -\$1645.30*
(was tabled at the April 27 meeting)
 - *Math Tutors for Summer 2015 Session- \$3,100.00*
Caroline distribute her proposal. She is requesting four math tutors for the summer 2015 session. One tutor will be paid \$13.75 per hour and the other three tutors will be paid \$9.00 per hour. All four tutors will be working ten hours a week for six weeks.

2. Bridge Program (ESL to English)

M/S/C Allyn Leon / Norma Nuñez to approve the Bridge Program

- Kathleen distribute the Bridge Program proposal to all members. Students will be receiving 3.75 hours of instruction per day. Students who enroll in the program will take classes in English grammar, academic reading and writing. The program is free and no credit will be given at the end of the program.
- The program is to target students that have failed English 08, students who will be transitioning into a lower level English class after completing ESL 5 and new students that have been placed at an English 8 level.
- It also provided a breakdown of the cost:
 - **Curriculum/Planning/Recruitment** \$2160 (36 hours at \$60/hour)
 - **Instruction Time** \$4725 (78.75 hours at \$60/hour)
 - **Book sets** \$2500

Total: \$8665.00

- The proposal also included percentages in retention and success rates in composition classes offered in spring 2014:

	<u>Retention</u>	<u>Success</u>
➤ English 8	75%	37%
➤ English 9	69%	44%
➤ English 10	71%	49%

- The goal of the program and assessment is to increase success and retention rates in a semester and see if these rates can be increased by using the pods.
- After completing the program, students may take the Accuplacer test free of charge. The program will be advertised in ESL and English 8 classes.
- The members discussed and suggested advertising the Bridge program thru the IVC website, Counseling Center, notifying students with low scores and incoming freshmen.

3. Basic Skills Expenditure Report (Kathleen Dorantes, Jill Nelipovich)

- Jill will be emailing the report to the Basic Skills committee.

4. Faculty Mentoring Program Math, English, ESL (Kathleen Dorantes, Allyn Leon, Jill Nelipovich) Computers + software (Surface Computers, Camtasia, Closed captioning for ADA compliance) - This item was moved under New Discussion.

5. Curriculum Supplementary Materials

(Kathleen Dorantes, Kevin Howell, Mardjan Shokoufi, Allyn Leon, Jill Nelipovich)

6. Student Success Conference Registration (four faculty, one administrator)

- Jill will email the Student Success Conference proposal to the members. The conference will be in Oakland from October 7 thru October 9, 2015.

7. Fraction Software (Math Department) -This item was moved under New Discussion.

G. Other

H. Next Meeting: August 24, 2015

I. Adjournment

M/S/C Norma Nuñez / Allyn Leon to adjourn the Basic Skills Committee meeting at 2:33 p.m.