

**IMPERIAL VALLEY COLLEGE**  
**Basic Skills Committee Meeting**  
**Tuesday, September 01, 2015 12:50 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 ✓	Absent	Guests
Allyn Leon ✓	Norma Nuñez	Jose Verduzco
Zhong Hu ✓		Audrey Morris
Roberta Bemis ✓		Kathy Rodriguez
Gordon Bailey ✓		Dr. Nicholas Akinkuoye
Jill Nelipovich ✓		
Kathleen Dorantes ✓		
Mardjan Shokoufi ✓		
Nancy Lay ✓		
Russell Lavery ✓		
Sydney Rice ✓		
Terry Norris ✓		

**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 12:55 p.m. on Tuesday, September 01, 2015.
- B. Review and Approval of Minutes, May 27, 2015  
*Approval of minutes was deferred until the October 6, 2015 Basic Skills Committee meeting.*
- C. Reports
- D. Update on Previous Discussion Items
- E. New Discussion
  1. **Basic Skills Report for State Chancellor's Office**
    - Jill distribute copies of the report that will be submitted to the state and asked members to send her any information they would like to include in the report. She went over several items that were included in the report, for example, progress and long term goals. One of the questions asked was about the steps the college is taking to institutionalize basic skills funded programs and projects. Jill stated that under the long term action plan, institutional standards, measureable outcomes and allocation of funds for 2015-2016 and 2019-2020 need to be addressed.
    - Kathy Rodriguez stated that they are looking for a pre-requisite for an AJ Police report writing class. She added that the writing style is different than regular English. Jill stated that some colleges have directive writing assessments, specifically for report writing courses such as Occupational Therapy. She added that it's very effective and it would be a good opportunity to hire tutors.
    - Jill will track students who were enrolled in the 2015 winter and/or summer Bridge Program to get feedback on the program. She would like to include the data in the report.

- Josue stated that the SSSP program will be paying for one on one tutoring for Basic Skills.
- The members briefly discussed non-credit courses and how students taking these classes cannot be tracked down once they complete the course.
- Sydney stated that after looking at last year's cohort for Atlas, she would like to continue working on this. She's been working with a group of people on program curriculum, planning development, coordination research, and professional development. She added that by working together they can provide language support for the content classes. She stated that she'll probably request funds. Jill will add the request as curriculum and coordination on the report.
- Roberta Bemis asked if funds can be used to purchase materials. She added that some students do not have books. Other members expressed the same concern. One suggestion was to check out books and collect them at the end of class. Jill ask members to submit a proposal for funds to purchase books.

## **2. Basic Skills Program Review**

- In conjunction with the state report, Jill will fill out the standing evaluations and any funding done and stated that this will go with the service area program review, which is due to the Deans on December 28, 2015. Jill will email it to the members for review along with the State wide report she has written.

## **3. Faculty Collaboration Program**

- Jill and Kathleen are putting together a faculty collaboration program for basic skills faculty, both full time and part time. The idea is to work on curriculum together and find ways to improve teaching. Jill stated that one valuable aspect that is starting to happen is to observe each other and discuss the observation. It would only pertain to basic skills and cannot expand to other areas. She invited other members to participate.

## **4. Funding Template – conference travel and program funding**

- Jill would like to create a structured funding process. This will help when writing the state report. She added that it will help in projecting cost, action plans, long term goals, measurable outcomes. It will also help with the evaluation of the program.
- Objectives must be linked to Institutional goals.
- The members suggested, and agreed, that after each conference travel, a power point presentation of the conference as well as a written report, be presented to the committee.
- Dr. Nick will present the funding template to Executive Council.

## **F. Action Items**

### **1. College Reading and Learning Association (CRLA) – Portland, Oregon, November 5<sup>th</sup> – 8<sup>th</sup>, 2015 (Audrey Morris, Nancy Lay)**

- Audrey briefly explained the purpose of the conference. Their focus will be on creating self-regulated learners and how students learn.
- One indicator for student success is the size of student's vocabulary. Audrey stated that some students do not have the ability to read long college text books. Because of this issue, a Reading Task force was created this past spring. Audrey stated that they have several questions they hope to get answered at this conference, for example:
  - What models of reading instruction are working in colleges that have been successful in promoting enrollment in reading classes and improving student learning;
  - Which of these models might work with students at IVC; and
  - How can success be improved with integrating reading and composition in integrated courses, such as English 10 and English 110;

- Roberta stated that she has attended the CRLA conference several times. She shared her experience and said that it's a highly valuable conference and recommends attending.
- Audrey distribute copies of her proposal to the members. It includes a detailed breakdown of the fees, such as:
  - Registration - \$525 for both (\$225 Audrey –member rate / Nancy \$300 non-member)
  - Air Fare - \$552 for two passengers
  - Conference Hotel - \$1184.94 for three nights

Audrey stated that the conference rate sold out but will continue to search for a lower rate. Other fees were mileage, food, transportation and airport parking. The total amount being requested is \$2735.65. The members requested an oral and written report from Audrey and Nancy on the various workshops they plan to attend.

*M/S/C (Allen Leon / Roberta Bemis) approved the funding request for Audrey Morris and Nancy Lay to attend the CRLA conference in Portland, Oregon for no more than \$3000 for two people.*

**2. Strengthening Student Success Conference, October 7 – 9<sup>th</sup>, 2015, Oakland, CA – pending waitlist approval (Jill Nelipovich)**

- Jill stated that she is on the waitlist. If she gets in, she'll submit a proposal

**3. Math Department/Math Lab – Embedded Tutors Proposal (Zhong Hu, Caroline Bennett, Allyn Leon)**

- Jill will email the proposal to the Committee members.

**G. Other**

- Gordon suggested creating an online electronic form to vote on items. Currently, the members vote via email. They would like the form to include check mark boxes in order to keep track of the votes and who's voting. Gordon will look into this.
- Dr. Nick stated that they are looking for CART Committee members. The members would receive re-assigned time. If interested, Dr. Nick said to please contact Michael Heumann.
- Jill introduced two new Basic Skills Committee members. Roberta Bemis, who replaced David Zielinski, is now the faculty representative for writing and Zhong Hu as the new Math Lab Tutorial Specialist. Zhong replaced Caroline Bennett.

**H. Next Meeting: October 6, 2015**

**I. Meeting Adjourned at 1:52 p.m.**