

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting
Tuesday, October 06, 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 ✓	Russell Lavery	Dr. Nicholas Akinkuoye
Ed Scheuerell ✓	Sydney Rice	
Gordon Bailey ✓		
Jill Nelipovich ✓		
Kathleen Dorantes ✓		
Mardjan Shokoufi ✓		
Nancy Lay ✓		
Norma Nuñez ✓		
Roberta Bemis ✓		
Russell Lavery		
Sydney Rice		
Terry Norris ✓		
Zhong Hu ✓		

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, October 06, 2015.

B. Review and Approval of Minutes, May 27, 2015 and September 01, 2015

M/S/C Allyn Leon/Norma Nuñez to approve the minutes of May 27, 2015 and September 01, 2015

C. Reports

- Sydney Rice will be reporting at the next Basic Skills meeting on the AB86 conference she recently attended. Jill stated that anytime Basic Skills funds are used, the requester will need to submit a written report or as a power point presentation to the Basic Skills Committee. Dr. Akinkuoye added that in certain situations, the person will need to present it to Instructional Council and in some cases to the Board
- Jill asked Dr. Akinkuoye if she can request a professional version of acrobat to create forms. The members stated that there may be an issue with the limited number of licenses. Dr. Akinkuoye will talk to Jeff Enz.
- After collaborating with Sally in writing a Title V grant, Jill announced that the Basic Skills Committee was awarded \$2.2 million dollars. The funds have been deposit.
- Jill clarified that the grant funds will be used for all courses, not only Basic Skills. Jill talked to Daniel Gilison about hiring tutors in the spring for Biology, Psychology and Chemistry.

- Jill stated that part of the grant funds is to purchase two new modules. They will be located near the 2900-3000 portables. That area is already wired for internet service. She added that the module cannot be used the first year for classroom purposes, only for Support Services to increase student success. The second modular will be utilized as a proctoring center. The committee briefly discussed restrictions, hours of operation and job positions. Jill hopes to have the module installed by April.
- Kathleen presented a certificate to Jill on behalf of the Basic Skills Committee for her collaboration in writing a successful Title V grant.

D. Update on Previous Discussion Items

E. New Discussion

- a. NADE 2016 (March 2016) – Dorantes & Nelipovich
 - Kathleen discussed the upcoming NADE conference that will take place in Anaheim on March 16, 2016 thru March 19, 2016
 - The conference fee is \$325 plus \$60 for membership fees, which is required. The conference rate for a hotel room is \$189. Some of the members expressed interest in attending. Kathleen stated that it's an active conference with work while workshops. She added that it would be a good opportunity for everyone. Jill stated that these workshops are at college level. Norma asked if any workshops on Student Success or in the Student Services area will be offered. Jill responded that some of the workshop themes will be on closing achievement gaps, guidelines and proper placement.
 - Dr. Akinkuoye briefly discussed the opportunity to have the college be certified by NADE.

F. Action Items

- a. CALADE 2015 – Nelipovich
 - Jill is requesting registration funds to supplement what NADE cannot pay to attend the CALADE 2015 conference.

M/S/C Mardjan Shokoufi/Allyn Leon approve Jill Nelipovich request to attend the CALADE 2015 Conference on October 07 for no more than \$225.63.

- b. Basic Skills Coordinator Job Description
 - Jill asked the members to assist in creating a job description for the Basic Skills Coordinator. She clarified that it's not a replacement but to share responsibilities. Jill will start a draft and have the Basic Skills Committee members vote in November. After the vote, the position must be approved by Academic Senate before opening the position to all faculty.
- c. Basic Skills Committee Self-Evaluation Report
 - Jill briefly discussed the Self Evaluation Report. She will email the report to all members. She stated that there are \$40,000 left from the 2014-2015 funds and must be spent by June 30, 2015.

G. Other

- Dr. Nick stated that Ted Ceasar is looking for a CART Coordinator.
- Josue Verduzco and Zhong Hu will be attending the Learning Assistance Project workshop in San Diego on October 23, 2015. Registration is free. Josue and Zhong will only claim mileage.

- Jill briefly discussed an email sent by Ted Ceasar regarding a cultural conference that will take place in San Diego on November 7th and 8th. The cost to attend is \$1000. Jill stated that the cost will be covered by Student Equity funds.
- Jill discussed the Surface Pro Computers that were purchase toward the end of the 2014-2015 academic year. The Surface Pro can create lesson plans and/or videos, has more room than a regular computer. It includes Camtasia, PDF Annotator and headphones. Jill clarified that the topics must be related to Basic Skills in order to create the videos. The videos must be transcribed. Camtasia is not captioned but it can be trained to work with your voice. Jill is scheduled to meet with Omar Ramos to install PDF Annotator and Camtasia. A plan of what to record and housed online for students must be developed. Jill stated that several departments such as Math, English and Exercise/Science are interested in the Surface Pro. She added that the Math department has met and developed a plan to discuss the topics that need to be addressed and assigned. Jill recommends that the Basic Skills Committee put forward a plan to go over the time it will take to review the document.
- Mardjan stated that in the past, CTE has requested Math and English vocabulary to be incorporated and used in class. The Committee agreed that CTE students must know the importance of understanding Math and English terms when they're out in the field. Dr. Akinkuoye suggested teaching students how to apply math and use it in context. Norma stated that an Applied Math course used to be offered.

H. Next Meeting: November 03, 2015

I. Meeting Adjourned at 1:50 p.m.