

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting Minutes
Monday, September 22, 2014 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 ✓	Terry Norris
David Zielinski ✓	Caroline Bennett
Ed Scheuerell ✓	
Ed Wells	
Jill Nelipovich ✓	
Kathleen Dorantes ✓	
Mardjan Shokoufi ✓	
Nancy Lay ✓	
Norma Nuñez ✓	
Russell Lavery ✓	

Recorder: Martha Navarro

A. Call to Order

Jill Nelipovich called the meeting of the Imperial Valley College Basic Skills Committee to order at 1:35 p.m. on Monday, September 22, 2014.

B. Review and Approval of Minutes, August 27, 2014

M/S/C Mardjan Shokoufi / Caroline Bennett to approve the minutes of August 27, 2014, as presented

C. Reports

1. Faculty invited to request funds from Basic Skills for Professional Development

- Jill sent an email to all users inviting them to request funds for professional development. A few faculty responded stating they would like to request funds.

2. Report from Learning Services – Embedded Tutors, Tutorial services and supplemental instruction

- Terry Norris presented a summary of the embedded tutor program offered in English classes.
- The embedded tutor program was used in two English 9 classes, two in English 10 classes. The statistics were discussed:

English classes with Embedded Tutors

English 9 – 53% of students passed

English 10 – 49% of students passed

English classes without embedded tutors

English 9 – 44% did not pass

English 10 – 49% did not pass

- Terry felt the statistics were skewed and not balanced, since there were more standard classes than classes with embedded tutors
 - Terry stated that in general, faculty and tutors were enthusiastic about the program but at the same time disappointed with the turn out. However, the most significant comparison was that there were fewer withdrawals in classes with embedded tutors than classes without embedded tutors.
 - Terry would like to offer the embedded tutor program again in two English 9 classes, one English 10 class and in two math 81 classes. Jill informed Terry that if he'll be requesting additional funds for the program, to do so at the next Basic Skills meeting.
 - Norma stated that they will be visiting high schools in March and April of 2015 to test students and see what math level they're currently under. They are trying to intervene while students are in high school to avoid having students fall under basic skills math courses. These students will also be given the opportunity to re-take the Accuplacer test and attend several workshops that will be offered.
3. ***Report from Math Department – Embedded tutors, tutorial services and supplemental instruction in Math Lab***
- Jill presented and discussed the math report for Math 61, Math 71 and Math 81.
 - **Math 61**
Success rates in the embedded tutor class was 45% and over all Math 61 courses, the success rate was 51%.
 - **Math 71**
Instructors with an embedded tutor had success rates of 80% and 60% respectively, and completion rates of 100% and 85%. The overall success rate for Math 71 was 73%.
 - **Math 81**
The success rates of both professors utilizing an embedded tutor was 58% and 59%, whereas the overall success rate was 49%. The completion rate was higher in all classes with embedded tutors.

Jill stated that it should be noted that different teaching standards may attribute to this difference.
 - The members discussed the importance of tutors connecting and engaging with students. Caroline stated that the idea was to build rapport with students in order for students to feel comfortable and go to the lab and attend weekly workshops outside of class time.
 - The members discussed ways of achieving high success rates and getting students to attend the math lab. One idea was to recommend a curriculum change requiring math classes to add one unit of supplemental instruction to make it mandatory for students to attend the math lab.
4. ***Report from ESL Professional Development***
- Jill reported that Sydney Rice had a couple of workshops. Ed added that Sydney had a good experience working with part time instructors and a few English instructors that stated that the experience helped them assist basic skills students.

D. Update on Previous Discussion Items

1. Submitted Self-Evaluation of Basic Skills to Academic Senate

- Jill has sent the self-evaluation to Academic Senate for approval

2. Recommendations to include Tutorial Specialists as voting members to Academic Senate

- Jill stated that the recommendation to make the Tutorial Specialist a voting member was not put on the Academic Senate agenda for the upcoming Academic Senate meeting. She notified the members that it will be added to the October Academic Senate agenda.

3. Subcommittee to put together a Bridge for Success program

- Mardjan is working on putting together a Bridge for Success workshop, which will be offered in February 2015. Jill stated that she would like to start putting a group of people together to start working on this program.
- Norma shared her experience in the Summer Up program, which lasted six weeks. High school students from Central Union High School that placed in math 81 were invited to attend. This was an opportunity for students to move up to math 91. Once the program ended, students were given the opportunity to take the Accuplacer test. Norma suggested offering a similar workshop.
- Jill clarified that basic skills cannot fund a workshop with math 91 material, but they are able to fund an embedded tutor.
- Mardjan and Norma will determine the cost and submit a proposal to request basic skills funds.

E. New Discussion

1. Basic Skills “Program Review”

- Jill will be submitting a basic skills program review to strategic planning online

2. Introduction to Reading Apprenticeship

- 3CSN will be offering an Introduction to Reading Apprenticeship workshop on January 5, 2015 as a service day. Jill and Audrey Morris put together a presentation for Dr. Jaime and Dr. Akinkuoye. The feedback from administration was positive. Jill will email the power point presentation to the committee as well.

3. Community of Practice for CTE

- Jill explained that Community of Practice is to form learning communities. She received an email from the state and will be meeting with a state representative between November 8 and 10th while attending the “Strengthening Student Success” conference to discuss what BSI is doing to support Career Technical Education (CTE).
- Jill stated she will be meeting with Efrain Silva to discuss getting someone to represent CTE on the Basic Skills Committee. Norma recommended Ricardo Pradis.

4. State Report for Basic Skills

- A five year plan template was sent to Jill. The report must state what Basic Skills is doing for English, Math and ESL.
- The Report needs to include budget data, expenditures and institutionalize any money the Basic Skills Committee is spending.

- Jill went over the 2014-2015 long term goals and activities. Some of the activities Jill discussed were:
 - Continue to include embedded tutors.
 - Collaborate with Math, English and ESL faculty to see how they can improve the efficiency of the labs.
 - Provide and increase the number of staff development workshops focusing on basic skills students. Introduction to Reading Apprenticeship program can support this.
- Basic skills funds have not been allocated for 2014-2015. Jill added that money currently being spent is from 2013-2014 funds. She will work with Dixie before addressing any information on the report.
- As of fall 2014, the full time Math and full time ESL instructor will not be paid with Basic Skills funds. The report is due on October 10, 2014. If the committee needs to vote on the state report, the members decided to do it electronically.

F. Action Items

1. Travel Request – NADE 2015 (Jill Nelipovich & Audrey Morris)

- Jill is estimating \$2700 for both to attend the NADE conference. Cost includes flight (\$1500 for both), registration (\$650 for both) and hotel (\$79 per day). Only one room will be booked, as Jill and Audrey will be sharing a room. The estimate does not include meals.

M/S/C Allyn Leon / Russell Lavery to approve Jill Nelipovich and Audrey Morris to attend the NADE 2015 conference in South Carolina. Cost not to exceed \$3000.

- Mardjan discussed that she and Betsy Riehle would like to attend CMC3 conference on October 11, 2014. The conference will be held at Saddleback College in Mission Viejo. The cost would cover registration and fuel. The vote was held electronically.

M/S/C Allyn Leon/Caroline Bennett approved \$200.00 for Betsy Riehle and Mardjan Shokoufi to attend the CMC3 conference.

G. Other

H. Next Meeting: October 27, 2014

I. Adjournment

M/S (Norma Nunez/Mardjan Shokoufi) to adjourn the Basic Skills Committee meeting at 2:34 p.m.