

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting
Tuesday, November 03, 2015 12:50 p.m.
Room 806

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	Guest
Allyn Leon	Norma Nuñez	Zhong Hu	Ed Scheuerell	Josue Verduzco
Gordon Bailey	Roberta Bemis		Mardjan Shokoufi	Dr. Ashok Naimpally
Jill Nelipovich	Russell Lavery			
Kathleen Dorantes	Sydney Rice			
Nancy Lay	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 1:05 p.m. on Tuesday, November 03, 2015.

B. Review and Approval of Minutes, October 06, 2015

M/S/C Allyn Leon/Zhong Hu to approve the minutes of October 06, 2015

C. Reports

- Josue Verduzco reported back after he and Zhong Hu attended the Learning Assistance Project (LAP) Networking and Professional Development conference in San Diego on October 23rd. Josue explained that LAP's objective is to develop leaders and tutorial staff through rigorous and practical training and networking. He also discussed the professionalization of tutoring, evaluation of learning and tutor programs and campus buy-in:
 - **Professionalization of tutoring-** By changing their view, educational institutions will be able to learn that tutors are educational professionals, go thru constant training. As a way to maintained trained staff is for tutors to go thru the College Reading and Learning Association (CRLA) for their certification. Josue briefly explained that there are three levels of certification and tutors must put ten hours of training on different types of learning;
 - **Evaluation of Learning/Tutor programs-** Some of the evaluations Josue briefly discussed was allocation of resources based on need and impact.
 - **Campus Buy-in-** By creating a tutor advisory committee, Josue explains that this will provide insights into which classes to target.

- Josue informed the members that the next Tutor Expo is scheduled for March 11 thru March 12 of 2016. Josue recommends the conference to all staff at IVC as well as faculty and Administrators.

a. TALCAS Jill Nelipovich

- Jill gave an update on TALCAS (Teaching and Learning Center for Academic Success). Jill reminded members that the \$2.3 million grant will focus on professional development and all disciplines, not just Basic Skills.

- David Zielinski spoke about Dr. Nick's TALCAS presentation to the Board. He added that positive comments were made by the Board members.
- Jill will have a guest speaker on Monday, November 9, during campus hour. Dr. Luke Wood of SDSU will be on campus to give a presentation on teaching men of color. His main focus is on the African American Community. The speaker will be funded thru student equity. She is encouraging all faculty to attend. Jill also scheduled Dr. Frank Harris for the spring semester to give a presentation on masculinity talk. Jill stated that Dr. Harris is nationally known. Dr. Woods will be joining him. Roberta suggested inviting speakers with studies on border culture. Jill will look into speakers with research on this subject.

b. AB86 (December, 2015) – *This item was tabled*

c. CalADE (December, 2015) – *This item was tabled*

D. Update on Previous Discussion Items

E. New Discussion

F. Action Items

a. Basic Skills Coordinator Job Description

- Jill distribute a former job description of the Basic Skills Coordinator position. Jill notify the members that the position is a three unit stipend, there's no release time. If the position is shared, it will be a 1.5 unit stipend. Jill notified the members to review the job description and they can add or delete anything. She will work on the description and share it with the members to review. She added that they can add or delete any verbiage.

b. NADE 2016- Kathleen Dorantes and Jill Nelipovich- *This item was tabled*

c. Embedded Tutors- Josue Verduzco- *This item was tabled*

- Josue stated that it was important to put his embedded tutor request under action items in order to start the hiring process in January 2016.
- Josue's main concern is that the tutor pool is low. Josue discussed the possibility of collaborating with SDSU to hire SDSU students as tutors. These would be students going for their Masters, Bachelors or credentials. He would like to hire 35 tutors. He added that this will give the student classroom experience. They will be approaching part time faculty first.
- Josue is requesting about \$107,000. Some of the fees are for tutorial salaries, professional development and training workshops for tutors. Jill notified Josue that she needs an exact amount in order to see how much the Basic Skills Committee and Student Success and Equity Committee can contribute. Both committees will need to meet. Josue will be meeting with the ESL, Math and English department to see who is interested.

d. Winter Bridge Proposal- Kathleen Dorantes

- Due to the success of the Winter Bridge Program 2015, Kathleen is proposing to offer the program again this upcoming winter 2016.
- Kathleen stated that after students took the Accuplacer at the end of the program, it was determine that the program had positive results. Kathleen went over the results. 14 students took the Accuplacer: 50% scored higher, 36% remained the same and 14% scored lower.

- Kathleen also discussed a second measurement of how effective the program was after students took subsequent ESL or English classes:
 - 17 of the 26 students took English classes in spring 2015/summer 2015. 12 of the 17 succeeded in other classes and 8 of these 12 went to the expected level and passed successfully
- The students were also given a survey about the program. 90% found the program helpful.
- Kathleen is requesting \$10,680. Kathleen’s proposal includes detailed budget information:
 - Teaching Salary**
 - Leticia Pastrana: \$5520 (4 hours/day, \$60/hour for 23 days)
 - Elizabeth Kemp: \$2760 (2 hours/day, \$60/hour for 23 days)
 - **Curriculum Development/Administrative Duties**
 - Leticia Pastrana: \$1,200 (*20 hours @ \$60 per hour)
 - Elizabeth Kemp: \$1,200 (*20 hours @ \$60 per hour)

**Hours will be accounted for*

- Kathleen explained that they need to recruit a minimum of 18 students and a maximum of 32. Students would be spending 6 hours a day, every day, 8:30 a.m. to 3:30 p.m. They will not be purchasing books.
- Students will attend seminars in Academic Reading, Academic Writing and English Grammar/Study Skills.
- The program is free to students. Credit for completing the program will not be issue.

M/S/C Allyn Leon/Zhong Hu to approve the 2016 Winter Bridge Program

e. Computer-Assisted Learning Project- Kathleen Dorantes and Jill Nelipovich

- Kathleen distributed information on the Computer- Assisted Learning project. She and Jill explained that the idea of the project is for faculty from Math, English and ESL department develop an online component focusing on Basic Skills. The program would include screencast, online lectures, quizzes, practice worksheets and online instruction. The videos would be posted on the Imperial Valley College website.
- The program will be free to students.
- Videos will be ADA compliant and captioned.
- Jill stated that CTE may be involved in this project. She will attend one of the Business department meetings to discuss.
- Kathleen’s proposal also included the cost:

One coordinator and two faculty from each content area (9 faculty members)	*2 hours/week x \$60/hour 17 weeks x 9 faculty	\$18,360 or approximately \$2040 per faculty
Additional salary for content coordinator	*20 hours x \$60/hour x 3 coordinators	\$3600 or approximately \$1200 per coordinator
*hours will be accounted for	Total	\$21,960

M/S/C Allyn Leon / Norma Nuñez approve the Computer-Assisted Learning Project

G. Other

- Jill clarified that Ed Scheuerell is a voting member

H. Next Meeting: December 01, 2015

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