

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting
Tuesday, September 06 2016 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	Guest	Excuse
Norma Nuñez	Ed Scheuerell	Allyn Leon	Dixie Krimm	
Sydney Rice	Zhong Hu	Gordon Bailey	David Zielinski	
Audrey Morris	Nancy Lay		Cynthia Spence	
Michael Heumann	Russell Lavery		Alejandro Marquez	
Mardjan Shokoufi	Ed Scheuerell		Jael Esqueda	

Recorder: Martha Navarro

A. Call to Order – Audrey Morris

- Audrey Morris called the meeting of the Imperial Valley College Basic Skills Committee to order at 12:56 p.m. on Tuesday, September 06, 2016.

B. Confirm Membership List (Audrey Morris)

- Audrey introduced herself as the new Basic Skills Coordinator. She went over the 2015-2016 Basic Skills Committee member list. Michael Heumann is now the English Department Chair representative. He has replaced Kathleen Dorantes. The remaining members remain the same.

C. Chair updates

1. Chancellor's Letter

- Audrey briefly discussed a letter from the Chancellor's office. The letter is in regards to the suspension of the 16-17 plan. The Basic Skills Committee does not need to submit a plan; however, they still need to submit last year's expense report.
- Audrey will be attending a Basic Skills Coordinators meeting on September 23. She added that last year she attended one that discussed how other college's unified the three initiatives. Audrey stated that before unifying, we need to figure out how it can work best at IVC. She added that the state is coming out with a common way to report in October 2017.
- Norma stated that she brought to Academic Senate the idea of having program coordinators meet in order to look at proposals and work together and see how they can help each other. Norma explained that each program reports their budget separately. Michael added that although all programs were developed at different times, they all have things in common.

2. New ASCCC Basic Skills Committee Representative

- Audrey announced that Michael Heumann will be attending state meetings, since he is now the new representative. Michael explained that he is the representative to the senate's subcommittee of Basic Skills.

D. Review and Approval of Minutes, May 03, 2016

M/S/C Russell Lavery/Roberta Bemis to approve the minutes of May 03, 2016 as corrected.

- Roberta Bemis clarified that she was on leave last fall and was unable to attend the Basic Skills meetings. She added that she should have been marked as excused, not as absent. Audrey clarified a statement on the minutes about IEPI's visit to discuss the embedded tutor

program. Audrey confirmed with Jill that the accelerated model that Jill mentioned was the math model, not English. She also notified Audrey that they won't be able to pilot the program in spring 2017. Mardjan stated that the math department has not discussed this at their meeting yet. The members will talk to Allyn Leon to find out about the pilot program.

E. Reports

1. Budget for 2016/2017 (Dixie)

- Dixie explained that currently 2015-2016 funds are being used for 2016-2017. She explained that after allocating out to the different areas that are paid with Basic Skills funds, the remaining balance is \$18,708.79. She added that this balance is after salaries and existing proposals, have been accounted for as well as any remaining proposals left from prior years. This amount must be used by June 2017. She went on to explain that currently there are 2016-2017 advanced allocation funds in the amount of \$161,869 sitting on a holding account until 2015-2016 funds are spent. Norma asked what positions are being paid with Basic Skills funds. Dixie responded that the Math Lab Tutorial Specialist and release time for the Basic Skills Coordinator. Dixie stated that the majority of the \$161,869.00 are spent on the Math Lab Tutorial Specialist's salary and Basic Skill Coordinator's release time, including a proposal from Zhong Hu that was approved. These have been accounted for. Audrey may find out this year if there is a possibility that any portion of the salaries will be institutionalize. Out of the \$18,708.79, Dixie stated that there may be a revision in March 2017. She added that soft allocation funds can change. Sydney asked if there is a way to work with the district to have Zhong Hu's position be institutionalized. She added that they see the position as being needed. Michael stated that the first step is to go thru program review and have the Math department put it in as an allocation request. Audrey stated that she'll work with the math department when they get ready to work on that section.

2. Summer 2016 Math Lab (Zhong Hu)

- Zhong distribute a report detailing the funds he requested and used during the 2016 summer session. The report included tutor wage, worker's compensation and number of hours and weeks. The total pay was \$2,791. The report also included the number of students that visited the math lab, total hours per visit and the total number of students who took a math class during the summer session. 98 students that visited the math lab was for tutoring reasons. Some came from remedial math, transitional math and college level math. Zhong included a chart documenting students that passed with a C or better, students that failed, success and retention rates:

	Pass with C or better	Fail (D,F & W)	Success Rate	Retention Rate
Remedial Math	23	4	85.19%	100%
Transitional Math	13	3	81.25%	93.75%
College Level Math	47	8	85.45%	96.36%

Summer 2016 Success & Retention Rate (not including the 98 students)

	Passed / Retained	Total	Success	Retention
Remedial Math	141 / 169	185	76.22%	91.35%
Transitional Math	108 / 121	134	80.60%	90.30%
College Level Math	128 / 149	172	74.42%	86.36%

Mardjan and Zhong explained that tutors do not work with students one-on one and added that students work independently part of the time and ask for help when they need it. Cynthia Spence suggested a survey for students who do not attend the math lab. She added that this may be thru Survey Monkey or handing out a Scantron type survey.

F. New Discussion

1. Funding Requests- Priorities / Deadlines / Basic Skills Fund Request Application (Audrey)

- Audrey distributed the funding application form to all members to see if there are things the members would like to add or delete. She asked members if they would somehow like to prioritize and make decisions. What are the major projects? What do they want to focus on?

One idea Audrey suggested is to fund someone that would like to attend a conference that would help them with some of their goals and teaching methods. The decisions have to be made as a committee. Currently, ongoing projects are the math lab and surface pro laptops. Audrey stated that instead of the approving projects on a come first basis, perhaps ongoing projects should be considered first.

Ed stated that some of the English tutors need to be re-trained by faculty, so that the tutors explain the concepts the same way the instructors do. Sydney stated that the training is not subject specific. They are trained on how to tutor. Jael Esqueda, one of the tutors attending the Basic Skills meeting, explained the type of training tutors received. She added that some of the training was on tutor methodology and subject training, although it was not subject specific. Audrey asked which committee the embedded tutors were under and who funds it. Norma stated that embedded tutors are funded through Student Equity funds. She added that for additional training, another proposal must be submitted to the Student Equity Committee.

2. Surface Pro Laptop Project- Coordinator, Timeline, Additional Costs (Audrey)

- Audrey stated that this is an ongoing project. She suggested coming up with a timeline for the project. There are three math instructors who have computers and would like to create videos: Jill, Allyn and Zhong. Jill volunteered to coordinate the math part. Kathleen, Kevin and Xochitl have computers on the English side but need training in Camtasia. Audrey suggested that all the six instructors need to meet to discuss. Audrey has a computer but she will give it to someone else. The six instructors will meet to discuss the type of training they need and come up with an estimate of the cost as well and set up a timeline. The members will discuss it again at the next meeting. Audrey will ask the groups to meet before the next Basic Skills meeting.

G. Action Items

1. Confirm vote for Math Tutor Proposal (Zhong Hu)

- Audrey would like to document the electronic approval vote of the math tutor proposal. The proposal has been funded. A copy of the proposal was sent electronically before the fall 2016 semester. The members voted in August. The proposal was for the fall 2016 and spring 2017 semesters.

M/S/C Michael Heumann/Mardjan Shokoufi to approve the electronic vote approving the Math Tutor proposal submitted by Zhong Hu in August.

2. Proposal to Repurpose Surface Pro Computers (Josue Verduzco)

- Jael stated that the tutors are requesting two of the repurpose surface pro computers for video editing and uploading. They would like to use them for online tutoring and to create videos that complement the tutoring. There is a total of ten computers and two are not being used. The members agreed that computers need to be returned if they are not being used. Sydney stated that the \$20,000 was to purchase the Surface Pro computer equipment and explained that faculty that currently have a computer and need to make videos, must submit a separate proposal in order to fund it. Audrey will let everyone with a surface pro computer if they want to work on them, to let her know. The members agreed to table this discussion.

*M/S/C Michael Heumann/Norma Nuñez approve to repurpose two Surface Pro Computers.
(Opposed-Roberta Bemis)*

H. Other Items

I. Next Meeting: October 4, 2016

J. Adjournment: Meeting was adjourned at 1:50pm