

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting
Tuesday, May 30, 2017 12:50 p.m.
Faculty Lounge, 2700 Building

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 ✓				Guest
Cynthia Spence ✓	Zhong Hu ✓	Allyn Leon	Norma Nuñez	Marilyn Wilchss
Sydney Rice	Nancy Lay ✓	Terry Norris ✓	Gordon Bailey ✓	
Audrey Morris ✓	Russell Lavery ✓	Ed Scheuerell ✓		
Michael Heumann	Mardjan Shokoufi ✓			
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 1:13 p.m. on Tuesday, May 30, 2017.

B. Review and Approval of Minutes, May 02, 2017

M/S/C Zhong Hu/Mardjan Shokoufi to approve the minutes of May 02, 2017.

C. Chair Updates

1. Budget: \$17,975.00

- Audrey stated that out of the \$17,975.00 budget, English instructors will be paid to grade the common final for English 10.

2. New Integrated Student Success Committee: The Role of the Basic Skills Committee

- Audrey briefly explained her role in the new integrated committee. She will be taking pertinent information discussed at the Basic Skills meetings to the Integrated Student Success Committee meetings and vice versa. She also stated that proposals will still be discussed at the Basic Skills meetings. The members will also get to vote on them before Audrey takes the proposal to the integrated committee for a final and formal vote. The Basic Skills committee will also help members with any proposals they need assistance on before the proposal gets to the integrated committee. The members discussed the importance of keeping the Basic Skills committee. They agreed that it's important to represent students with Basic Skills needs.
- Audrey informed the members that the Integrated Student Success committee has not met.
- Audrey asked how the Basic Skills committee can promote Basic Skills in non-basic skills courses. She added that although students are taking transfer level courses, they may still need help.
- The members discussed simplifying electronic votes. The members agreed that voting via email gets complicated. Audrey will look into it. She'll talk to Xochitl Tirado or Allyn Leon.

3. *Plans for English and Math: Accelerated Pathways and Integrated Methodology*

D. Action Items

1. *Plan A: Laptop Proposal (Cynthia Spence, Audrey Morris)*

- The members voted 3 to 2 in favor of purchasing 32 laptops plus one cart. The laptops could be stored in the library or the division office and instructors will have to sign them out in order to take them to their class. Audrey is waiting for a decision by the college council about maintenance.
- The members discussed additional expenses that the laptops may generate such as fixing and/or replacing them.
- Jeff will send Audrey a quote tomorrow. It's anticipated that it's about \$18,000. The quote will include the cost to store them and to fix and replace laptops. Audrey stated that if the quote is more than what is left in the 15/16 Basic Skills budget, which is \$17,975.00 and must be spent by June 30, 2017, the difference will be covered with funds from the 16/17 Basic Skills budget.
- Audrey mentioned that David Zielinski will also be purchasing computers and carts through the TALCAS grant. Perhaps in the future we can work together on a system for checking them out.

2. *Plan B: (Audrey Morris)*

E. Discussion

1. *Mission Statement*

- The members discussed the Basic Skills mission statement. Audrey suggested making the statement shorter but keep some of the key words that are on the current mission statement, such as *student success, promoting high impact practices* and *to increase success rates*. One idea on what the mission statement should include is: *To increase success rates for Basic Skills Students by promoting high impact practices*. The members briefly discussed other possible statements. Mardjan would like to key words mission statement to Reading, Writing, English and ESL. The meeting concluded before a final decision or voting was made.

2. *Committee Composition*

3. *Objectives for 2017 / 2018*

4. *Topics for 2017/ 2018 Meetings*

F. Other Items

- Audrey announced that this was Terry Norris's last Basic Skills meeting, as he is retiring. They all wished him the best.

G. Next Meeting: Tuesday, September 5th, 2017

H. Adjournment: Meeting was adjourned at 1:55pm