

**IMPERIAL VALLEY COLLEGE**  
**Basic Skills Committee Meeting**  
**Tuesday, May 2, 2017 12:50 p.m.**  
**Room 3112**

**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	
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 1:00 p.m. on Tuesday, May 2, 2017.

**B. Review and Approval of Minutes, March 07, 2017**

*M/S/C Zhong Hu/Mardjan Shokoufi to approve the minutes of March 07, 2017.*

**C. Chair Updates**

1. New Integrated Student Success Committee – Senate votes on 05/03/2017

- Audrey explained the reason the Basic Skills Committee did not meet last April. She wanted to wait on the integration of the three committees. It was presented at the April's Academic Senate meeting and the voting was held today. Audrey read the resolution of the formation of the Integrated Student Success Committee.
- Prior to the Basic Skill meeting, Audrey had emailed the members a list containing information on the integration. She went over the list with the members. The list included duties, membership and consultants of the new Integrated Student Success Committee.
  - *Duties-* Some of the committee's responsibilities will be to monitor, update, guide, and assess the use of Student Success and Support Program, Student Equity and Basic Skills funds. The committee will be responsible for creating expenditure guidelines, reviewing and approving the integrated plan and providing oversight regarding the activities in the plan, any modifications to the plan must be approved by the committee.
  - *Membership-*Some of the members will include the Basic Skills Coordinator, Student Success and Support Program Coordinator, Academic Senate President or designee, six faculty representatives, Student Success Specialist (classified staff) and a student representative.
  - *Consultants:* Some of the consultants include the Director of Financial Aid, Director of Admissions and Records, Institutional Researcher, Reference Librarian and Distance Education Coordinator.

Audrey stated that two non-Basic Skills members were added to the Integrated Student Success Committee to balance the membership. Some of the members expressed that more Basic Skills faculty should be in the new committee. Audrey asked members their input in creating a Basic Skills work group or sub-committee where the group is informed of what goes on in the Integrated Student Success meetings. She spoke to Michael Heumann about this. Audrey will make a resolution and will present it to the Senate.

- The first report under the new integrated committee is due October 01, 2017. Basic Skills, Student Equity, and Student Success will turn in one report.

Audrey added that the Basic Skills budget will be separate and that the criteria for funding will be the same, but that the funding decisions will be made at the new Integrated Student Success Committee meetings.

## 2. Basic Skills Committee Budget

- Audrey announced that the Basic Skills Committee has \$17,975.00 left over. She will present the amount to the new committee. Audrey asked members to send her an email for any requests. Cynthia requested laptops for her Basic Skills English students. Audrey will create a funding proposal to get computers for the Fall 2017 semester.

## D. Reports

### 1. Acceleration Conference and Plans (Audrey Morris, Cynthia Spence, and Zhong Hu)

- Six English and Math faculty attended the conference held in Sacramento this past March. Audrey stated that acceleration is not only shortening the pathway students go through to get to transfer level courses faster, but also focusing on methodology and reading. At the conference, they talked about how English classes are now recommending that reading and writing be integrated.
- After the conference, Audrey met with the English department about some possible direction. One thing they'll be doing is increasing the number of English 10 courses they offer, hoping students gain the skills they need to enroll in English 110 the following semester. The math faculty met with their math department and discussed some of the possibilities in their department. Audrey stated that the conference was paid for with Student Equity funds.
- Four math and five English faculty will attend an intensive three-day training in July for accelerated teaching. It will take place in the Los Angeles area. Upon their return, they'll be meeting regularly to discuss what's going on in the classroom, focusing on how can pathways be shortened for students without giving up the comprehension they need to be successful.

### 2. Math Lab Questionnaire Results (Audrey Morris)

- Audrey shared and discussed the survey results. She met with Mardjan and Zhong last week to discuss and tally results. They surveyed 325 students taking Math 61/71/81 before 12:00pm, between 2:00pm-5:00pm and after 5:00pm. They were given the same survey questions. The main goals were to increase knowledge of the math lab services and to find ways to encourage more students to use the math lab. Below is a summary of the results:

#### **325 students were surveyed:**

- ❖ 90% of students surveyed were aware of the math lab service
  - ❖ 22% had already attended the math lab in spring 2017
  - ❖ 14% had attended the math tutorial services in the Library in spring 2017
  - ❖ \*36% of the students surveyed were already receiving help in math in the math lab library.
  - ❖ 59 students said they had a time conflict and 37 said they have a lack of time. It's possible they're same students who said they had a time conflict.
- \*The 36% does not include the students who are getting help from embedded tutors or receiving 1 on-1 tutoring*

In conclusion, 64% of the students surveyed had not yet received math help at either math lab. However, some were receiving tutoring from embedded tutors or 1 – on – 1 tutoring.

21 students stated under comments the reasons for not using the lab services:

- ❖ They had no time to go to math lab
- ❖ They didn't need to go to math lab
- ❖ They were already receiving tutoring

The members agreed that the survey was given too soon into the semester. Students don't know if

they'll need help that early into the semester. The members agreed to revise the survey questions and to conduct it in the fall to get better results. Mardjan stated that it would be a good idea to share the results with the tutors.

3. CALP Project (Audrey Morris)

- Audrey will discuss the CALP (Computer Assisting Learning Project) project with the new committee to see if they would like the projects to continue. She added that some of the instructors who made videos have been using them in class.

4. CATESOL Conference (Sydney Rice)

- Sydney discussed her attendance at the International CATESOL conference in March. The conference took place in Seattle. She shared and distributed a summary list containing resource information and teaching ideas that can help faculty. She went thru some of the programs and briefly explained each of the programs. Some of the programs Sydney discussed were:
  - *Reading Horizons*. There's a child and adult version.
  - *ESL Library* is another program for repository.
  - *British Council* is available for free and offers free professional development.
  - *Pearson-Global Scale of English (GSE)* It's new, was just developed. She explained how it works and that she may be able to pilot some of their projects.
  - Ideas for teaching-TED Talks and TED Club-good idea at our campus.

5. Math Lab (Zhong Hu)

- Zhong distributed the Math lab reports for fall 2016 and winter 2017. He briefly went thru the results. The report included the total number of students who visited the Math Lab during the fall 2016 and winter 2017 semester. It also included success and retention rates after comparing students who selected tutoring against those who did not. The report concluded that 856 students visited the math lab during the fall 2016 semester and 641 of those students requested tutoring assistance. During the 2017 winter session, 206 students visited the math lab and 125 of those students seek tutoring services. Zhong concluded that during the 2016 fall semester, there was an average of 13% higher success rate for students who utilized the Math Lab services versus those who did not.

## E. Action Items

### F. Discussion

1. Our Basic Skills students: The future

- The committee agreed to continue to meet. Sydney suggested making recommendations to the Academic Senate that the Basic Skills committee still stands and would like to continue making recommendations about projects that could be good basic skills. Cynthia asked if the budget would continue to be handled by the Basic Skills Committee. Audrey will ask at the next Integrated Student Success Committee meeting. She did add that the funds must be spent by July 1, 2017. She will also check with the new committee if the Basic Skills Committee can still vote electronically on funding ideas by the members.

### G. For the Good of the Order

**H. Next Meeting:** None. The new Integrated Student Success and Equity Committee will begin meeting in May 2017. Committee membership will include (among others) the Basic Skills Coordinator; The Department Chairs for Math, English and ESL; a representative from Math, English, and ESL; and two other faculty members.

**I. Adjournment:** Meeting was adjourned at 1:54pm