

IMPERIAL VALLEY COLLEGE

Basic Skills Committee Meeting

Tuesday, December 5, 2017, 12:50 p.m.

Room 2751

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
Zhong Hu ✓	Judy Cormier ✓	Allyn Leon ✓	
Sydney Rice ✓	Nancy Lay ✓	Gordon Bailey ✓	
Audrey Morris ✓	Russell Lavery ✓	Ed Scheuerell ✓	
Michael Heumann ✓	Mardjan Shokoufi ✓	Norma Nuñez	
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 1:03 p.m. on Tuesday, December 05, 2017

B. Review and Approval of Minutes, November 7, 2017

M/S/C Michael Heumann / Allyn Leon to approve the minutes of November 07, 2017

C. Chair Updates

a. Integrated Committee

1. Report

- Audrey shared some of the items discussed at the last Integrated committee meeting. She presented and read the 5 integrated goals. Audrey pointed out that some of the activities listed under Basic Skills were also listed under Student Equity. One of the activities listed under both was to provide embedded tutors in designated classes. Audrey stated that the funding of the Math Lab Tutors was discussed.

2. Procedures

- Audrey briefly discussed the way funding proposals should be handled to avoid confusion. Any proposals from the Basic Skills committee should go directly to the Integrated committee in order to be clear as to which grant will be funding any given proposals. This needs to be done inside the Integrated committee.

b. Basic Skills Expenditure Guidelines

- Audrey distributed a copy of the Basic Skills expenditure guidelines. She stated that it's important to know the guidelines and what should be funded and that any future funding has to be related to the goals.

- Audrey briefly defined and discussed the general guidelines:
 - Reasonable- using funds efficiently
 - Justifiable –Needs to be consistent with mission of the organization.
 - Best practices- connection between what were’ doing with research.

She also pointed out and discussed supplemental instruction and tutoring, which is one of the categories under allowable Expenses.

c. Funding of Math Lab Tutors for Winter 2018

- Audrey stated that the Math Lab tutors were funded by the Integrated committee. The amount funded was \$4396. The vote was unanimous. Audrey stated that the Integrated committee questioned the funding of the Math tutors at their previous meeting, but that she and Zhong addressed their concerns.

d. Funding of Embedded Tutors for Winter 2018

- The Integrated committee voted yes on Josue Verduzco’s fund request. The amount was \$11,400 for the winter 2018 embedded tutors. However, it was not cleared as to which grant was it going to come out of. Audrey stated that Basic Skills did not have it as a line item in the budget. She met with Josue to discuss the funding situation. Audrey notified Josue that Basic Skills would fund \$4500 for the embedded tutors and Student Equity would fund the other \$4500. Audrey explained that \$3000 will come out of the 2015-2015 Basic Skills budget and \$1500 will be from the 2017-2018 budget.
- She added that this year the apportionment from 2015-2016 is being spent. Audrey confirmed this with Dixie Krimm. Audrey did convey to the members that the Basic Skills apportionment went up. The Basic Skills Committee usually receives \$180,000 but now it will be \$255,362. This is why they were able to pay the \$4500. Audrey added that the amount is re-calculated in February and October.
- With Basic Skills and student equity funding \$4500 each, Audrey stated that there was not enough to fund the two tutors. The plan was to place the tutors in a Chemistry class and English 110 class. She stated that with \$1,150, the tutor for the English 110 class can be funded.

e. Acceleration at IVC

D. Action Items

a. Funding of Embedded Tutors for Winter 2018.

- Audrey stated that she is willing to pay for one more tutor to be in a class that has many students with Basic Skills needs. She suggesting having a tutor be in an English 110 class Monday thru Thursday, two hours per day.
- Judy stated the some DSPS students need the tutoring and lab and suggested asking DSPS for a small apportionment of their budget to help compensate, since they use the services plus additional tutoring, especially in English 08 and 09. The committee members discussed the possibility but concluded that since DSPS had their budget cut by 60%, they would probably not be able to fund Basic Skills tutors. Audrey will notify the lead tutor that the tutor for English 110 will be funded.

M/S/C Allyn Leon/ Michael Heumann to approve additional funding for the winter2018 embedded tutors at the Chairs discretion.

E. Reports

a. CATESOL (Sydney Rice)

- Sydney shared information on the 2017 Annual CATESOL conference she attended. She was involved in 3 different presentations: Mentoring Session for people coming into the field, AB705 and a presentation, along with colleague John Liang of Biola University, on Reading.
- Sydney stated that there is a lot more to teaching reading and writing to really help students successfully respond to what they're saying on the text. She discussed her presentation in reading. Sydney explained that in order to understand and prepare ESL students, she and John Liang took a chapter out of a first year introductory Sociology 100 textbook to analyze and find out what information ESL students needed to understand and interact with textbooks. They selected words that students should know as well as things that they may have encounter before and if not, they should be aware of.
- Using a sample college text as a base, Sydney presented a four step process she and John Liang created to prepare ESL students for reading challenges in content classes: Preparation, Interpretation, Interaction and Communication. She listed challenges ESL students are facing and areas of concern in the college ESL Reading classroom, such as building knowledge and reading to analyze.

F. Discussion

a. Rationale for Basic Skills remaining a Senate Committee

- Although Academic Senate had already approved for Basic Skills to remain a senate committee, a resolution will be written and taken to Academic Senate for discussion, so they can vote at their next meeting. Audrey added that she wants to be clear on the reasons to report to Academic Senate. Even though the Integrated committee will make the ultimate decisions, the Basic Skills committee would like to continue reporting to Academic Senate.
- Michael stated that basic skills is faculty driven so it should remain under Academic Senate. He also stated that the Basic Skills committee is not entirely about the grant, there's more that goes on. He added that this statement should be in the resolution. Audrey will write the resolution and send it to some of the members for assistance. She will then forward the actual resolution to Mary Lofgren.
- Audrey announced the revised the Basic Skills mission statement. She stated that there was a small change towards the end of the mission statement. The statement read "*and promoting high impact practices for student success across campus.*" It will now read "*and promoting high impact practices for student success.*" The members agreed with the change.

G. For the good of the Order

H. Next Meeting: March 06, 2018

I. Adjournment: 1:50 pm