

**IMPERIAL VALLEY COLLEGE**  
**Basic Skills Committee Meeting Minutes**  
**Tuesday, May 01, 2018, 1:00 p.m.**  
**Room 2727**

**Mission:** The Basic Skills Committee was created by an agreement between the President/Superintendent and the Academic Senate of Imperial Valley College to oversee the implementation of the statewide Basic Skills Initiative, which provides a budget and a regional support system for improving student success in ESL and the basic skills areas of Math, Reading and Writing. The mission of the Basic Skills Committee, however, extends beyond the Initiative. It serves as the voice for ESL and basic skills students throughout the campus: providing recommendations to the Academic Senate on issues related to ESL and basic skills; increasing awareness across the college for the needs of ESL and basic skills students; and promoting high impact practices for student success.

<b>Attendees</b> ✓			<b>Guest</b>
Zhong Hu ✓	Judy Cormier ✓	Allyn Leon ✓	Kaylene Elliott
Sydney Rice ✓	Nancy Lay ✓	Gordon Bailey	
Audrey Morris ✓	Russell Lavery ✓	Ed Scheuerell	
Michael Heumann ✓	Mardjan Shokoufi ✓	Norma Nuñez	
<b>Recorder: Martha Navarro</b>			

**A. Call to Order – Audrey Morris**

Audrey Morris called the meeting of the Imperial Valley College Basic Skills Committee to order at 1:05 p.m. on Tuesday, May 01, 2018

**B. Review and Approval of Minutes, April 10, 2018**

*M/S/C Allyn Leon / Zhong Hu to approve the minutes of April 10, 2018.*

**C. Chair Updates**

*1. Finances*

- Audrey announced the balance left in the Basic Skills budget is \$1449. This is after deducting \$4551 from the \$6000 that was left. The \$4551 covers all recent funding requests. She also announced that the advanced apportionment received is \$255,362 for 2018-2019. After deducting Zhong Hu’s salary, Tutor salaries, and the \$10,000 that was donated to the integrated committee for professional development, the final amount left is \$90,000. Audrey stated that this amount can cover projects for 2018-2019.

*2. Coordinator Position*

- Audrey announced that she did not apply for the Basic Skills Coordinator position. She will not re-apply for the position and thanked the members for having her as their Basic Skills Coordinator.

**D. Action Items**

*1. Math Lab Tutors for Summer 2018 - Zhong Hu*

- Zhong distributed his proposal to hire 4 tutors for six weeks for the summer 2018 session. There will be 15 math sections offered and five of these math sections are at a Basic Skills level. He also discussed success rates of the summer 2017 session comparing students that visited the math lab with those who did not. Success rates for students in remedial math, transitional math and transfer level math that went to the Math lab were higher: Remedial Math (6% higher), Transitional Math (5% higher), and Transfer Level Math (26% higher). Zhong noted that students in transfer level math lack the developmental skills

to succeed. The retention rate of students in transfer level math was 18% higher for students that visited the math lab than those who did not.

- Zhong’s request included a detailed breakdown of the budget he is requesting. He briefly discussed the Tutor’s pay scale.

Summer Session 2018				
Tutor Wages	Hrs/week	Weeks	Tutors	Pay
\$16.5 / hour	20 hours	6 weeks (June 18-July 26)	2 tutors	\$3960
\$11 / hour	15 hours	6 weeks (June 18-July 26)	2 tutor	\$1980

Workers Comp @ 6.6% \$392

**TOTAL \$6332**

*M/S/C Allyn Leon / Michael Heumann to approve \$6332 for the funding of the Math Tutors for the Summer 2018 session.*

## E. Reports

### 1. Growth Mindset and Habits of Mind Showcase – Audrey Morris

- Audrey discussed her experience at the showcase. She stated that it was a fascinating conference. that focused on several affective factors that make a difference in student success rates.
- Audrey noted that she looked at some of the studies that have conducted using these methods. Besides looking at success rates, they looked at course completion, use of learning strategies and student resource use. A large percent of students who were part of the program went to the math and writing lab. Kaylene shared her experience in the program. She stated that she found it very useful and that she will try to incorporate these methods into her class.
- Audrey distributed more information on the showcase, including information about other conferences.

## F. Discussion

### 1. Basic Skills Strategic Plan – Audrey Morris

- Audrey distributed the Strategic Plan that will she will present at the next Academic Senate meeting along with the resolution. This is to share why the Basic Skills Committee needs to be part of the Senate.
- The members discussed the importance of keeping the Basic Skills Committee. They stated that students need support and make sure students have basic skills needs. Sydney stated that they need to focused on instructional and academics needs as well as learning, not only on acceleration. The plan included the IVC Institutional goals for 2015-2021. She explained the reasons for coming up with these categories. The plan started with institutional goals but Audrey stated that it has to fit with the integrated plan, which includes student equity, basic skills and student success.
- She briefly discussed some of the goals and objectives that are on the strategic plan, which are:
  - **Student Success**- Increase the percentage of Basic Skills students who successfully complete a transfer level English course or a degree-applicable Mathematics course within one calendar year;
  - **Teaching & Learning Effectiveness**- promote teaching effectiveness within and across disciplines;

- **Student Access-** Provide resources to assist discipline faculty in making course content accessible for students with ESL or basic skills needs;
  - **Community Development** - Work with local high schools to make sure students are college ready. The members discussed integrating some objective into their class; and
  - **Organizational Effectiveness-** Provide Recommendations to Senate on issues affecting students with ESL and Basic Skills needs.
- The strategic plan started with the present and suggested mission statement, which is a shorter version. She read the suggested mission statement and asked members for suggestions. The members agreed to keep the short version of the mission statement. There was a small change to the statement. Below is what they agreed on how the mission should state:
  - *“To support the learning of all students in the basic skills areas of reading, writing, math and English as a second language. This will be accomplished through increasing awareness, of student learning needs across campus, promoting high impact teaching methodologies across disciplines, accelerating student progress toward learning goals, and providing recommendations to the Academic Senate on issues related to student learning of basic skills, and in learning English as a Second Language.”* Audrey will forward the strategic plan to the new basic skills coordinator.
2. *Resolution – Audrey Morris*
- Audrey went thru the resolution. She clarified that the Basic Skills Committee was established in 2007 and began meeting in 2008. The members suggested one of the statements to be changed from: *“Whereas the Basic Skills Committee is focused on increasing awareness of student learning needs and promoting high impact teaching methodologies, such as embedded tutoring, across campus”* to *“Whereas the Basic Skills Committee is focused on increasing awareness of student learning needs and promoting high impact teaching methodologies across campus.”* The members also suggested that she include the committee description, mission statement and the list of members when presenting it to the Senate.

**G. For the Good of the Order**

**H. Next Meeting:** Tuesday May 29<sup>th</sup>

**I. Adjournment:**