# Imperial Valley College Learning Support Services Committee Meeting

# Minutes May 31, 2007

#### **Members present:**

Dr. Robin Ying, Chair

Judy Cormier, Donna Davis, Gloria Carmona, Ron Gage-Mosher, Armand Orensztein, Mardjan Shokoufi, Walid Ghanim, Kathleen Dorantes, Hope Navarro

#### **Members not present:**

Alicia Ortega, Brian McNeece, Celeste Armenta, Charles Mason, Donald Martini, Ed Scheuerell, Frank Rapp, Jose Ruiz, Julie Craven, Maria Coronel, Romano Sanchez-Dominguez, Scott Simpson, Thomas Paine, Rebecca Walker, and Kseniya Kareva.

Guests: Dr. Paul Pai, Norma Gonzalez, Angelica Hueso, Edward Cesena,

Larry Valenzuela, Rosa Pitones and Josue Verduzco

Recorder: Toni Gamboa

### Call to Order

The Learning Support Services Committee meeting was called to order at 2:04 p.m. by Dr. Robin Ying, Chair.

#### **Public Comment**

None

#### **Approval of Minutes**

M/S/C R. Gage-Mosher/J. Verduzco approved as amended the minutes of November 29, 2006 with the following correction. Members unable to attend due to a teaching commitment will forward an e-mail to the Recording Secretary to inform her of their excuse. Therefore, the following members: Kathleen Dorantes, Armand Orensztein, and Mardjan Shokoufi have been excused for November 29, 2006.

#### **Learning Services**

# <u>Learning & Tutoring Center – Josue Verduzco</u>

Josue Verduzco gave a presentation on the Learning & Tutoring Center. This semester the Learning & Tutoring Center included a Graphic Design class and hired an adjunct instructor – Jose Olmedo to teach the class. Presently there are 7 to 12 students coming in for tutoring. Additionally, there were over 300 hours of LRNA 800 hours for the apportionment from the State. This should derive revenue to the college.

Some time ago, Dr. Ying and Josue conversed about the Remedial classes offered at Imperial Valley College. During the conversation, many questions pertaining to the Remedial classes were posed and unanswered. Last semester while preparing for Accreditation, Mr. Verduzco was introduced to the Mission Statement consisting of the following key components:

- Foster excellence in education
- Assist students in achieving their educational and career goals
- Develop their [students] intellect, character and abilities
- Responsive to the greater community

A PowerPoint presentation followed regarding the topic.

# **Responsibility Chart**

- Who is doing their duty?
  - o Administrators
  - Division Chairs
  - o Faculty & Counseling
  - o Staff
  - Students

#### **ESL Program**

- Fall 2006
  - First semester
    - 18 classes, 447 students, 74.9%
  - Second semester
    - 21 classes, 480 students, 77.7%
  - o Third semester
    - 26 classes, 578 students, 65.2%
  - o Fourth semester
    - 25 classes, 475 students, 70.3%
  - o Fifth semester
    - 12 classes, 190 students, 77.9%

#### **Remedial Classes**

- Fall 2006
  - o 1146 students enrolled in Reading Remedial courses 549 failed to complete
  - o 522 students enrolled in Writing Remedial courses 262 failed to complete
  - o 1612 students enrolled in Math classes 967 failed to complete

# Reading

- Reading Level II
  - o 10 classes, 346 students, 63.6%
- Reading Level III
  - o 14 classes, 396 students, 63.10%
- Reading Level IV
  - o 14 classes, 404 students, 53.7%

### Writing

- Writing Fundamentals, First
  - o 10 classes, 123 students, 47.2%
- Writing Fundamentals, Second
  - o 10 classes, 117 students, 66.7%
- Writing Fundamentals, Third
  - o 9 classes, 282 students, 44.0%

#### **Mathematics**

- Basic Mathematics
  - o 5 classes, 174 students, 49.4%
- Beginning Algebra
  - o 16 classes, 617 students, 43.6%
- Intermediate Algebra
  - o 20 classes, 821 students, 35.2%

#### **Reasons for Low Success Levels**

- Here are some factors contributing to the low success rates
  - o Prior preparation
    - High School
- Discipline
- Family Support
- Unnecessary Employment
- Second Language
- Stress Factors

### Ways to Improve

- Community Outreach
  - o Counseling
- Recruit through the summer
- Family nights
  - School organizations
- ASG
- Time frame for graduation
  - o College level students, 4-5 semesters
  - o Remedial level students, 6-7 semesters
  - o ESL level student, 10-12 semesters
  - At risk students
- At risk students
  - o Meetings
    - Motivational speeches
    - IVC graduates
    - Employers at our community
- Postcards
  - o Labs
  - Resources

Success may be compared with other colleges. IVC is striving to improve as a whole. ESL students normally take 10-12 semesters to complete. The student must be highly motivated to complete coursework in less than 12 semesters.

Current professors who have graduated from IVC could be prime speakers to motivate and serve as an example to the less motivated student. Workshops should be presented to gear the students to move forward and onward.

The Learning and Tutoring Center is presently serving 200 students of the 8,000 enrolled at IVC. There has been a decline of students coming in to the center for tutoring due to a lack of motivation and other factors. Advertisement seems to be an issue. Perhaps a flyer and an e-mail would be helpful to motivate and entice students to go to the Learning and Tutoring Center. In the past, the Library and Learning and Tutoring Center's operational hours were posted in classrooms, now they are not posted. Armand Orensztein encouraged class presentations to take place at the beginning of the semester.

Dr. Pai stated that perhaps the Learning and Tutoring Center needs to be more relaxed, to be more like a home environment to accommodate the students. However, the accommodation needs to be made accordingly, since the Library is more of a "quiet" environment.

### Reading /Writing Lab – Norma Gonzalez

Norma Gonzalez gave a brief update of the Reading/Writing Lab. In the Fall 2006, the lab offered 43 Reading classes which were provided lab orientations at the beginning of the semester. A total of 1, 395 students attend at the beginning and 943 remaining at the end. There was a total of 452 drops.

For the Winter 2007, there were only 14 Reading classes offered. Lab orientations were provided as well. There were a total of 256 students at the beginning, and 210 students at the end. A total of 46 students dropped. For this semester, Spring 2007, the lab offered 38 lab orientations with a total of 1,143 students at the beginning, and down to 721 students. A total of 422 students have dropped.

For the Summer, the lab will open Monday thru Thursday from 8:30 a.m. to 5:45 p.m. and Fridays from 8:30 a.m. to 12:45 p.m. So far the lab has 224 students registered and 10 Reading classes are being offered. Writing and tutoring workshops will be provided. Flyers will be disseminated soon. The lab will need to hire 4 or 5 tutors in the Fall. The requirements are:

- A or B in English 101
- Pass a lab grammar test with 75%
- Must be enrolled in 6 units or more
- Enrolled in a tutor training class.

Interested candidates can pick-up an application at the lab. The R/W lab is in the process of hiring a Micro Computer Lab Assistant and this position will close on June 6<sup>th</sup>. Hopefully, one can be in place soon. The Tutorial Specialist position remains vacant. No idea when the position will be filled.

#### <u>Language Lab – Angelica Hueso</u>

Angelica Hueso gave a brief presentation regarding the Language Lab. The classes the Language Lab serves are ESL, Spanish, French and Reading classes; English 84 and 85. These classes require that the students complete a certain amount of hours depending on the class. The student's hours will count towards a percentage of their grade in the class. Each week a report is given to the instructor showing the completion of the student hours. In the 2006-2007 school year, the Language Lab served a total of 2,900 students. In the Summer of 2006, 160 students, 7 classes. During the Fall 2006, 1,400 students, 55 classes. While during the Winter of 2007, 106 students, 7 classes. In Spring 2007, 1,300 students and 60 classes.

The new equipment acquired this year in the Language Lab was 52 computers and 2 LCD projectors. The material and resources being used in the Language Lab for ESL are 10 software programs such as English Discoveries, Reading Plus, Microsoft Office 2003, Clear Speech, Atlas 1, 2, & 3, Pronunciation and American English. For Spanish, there are 8 software programs being utilized consisting of Vista, Panorama, Skipper and Mundo 21. In French there are 6 software programs consisting of French Presentation, Objective France and Reading Objective France. Lastly, the Reading classes are using Reading Plus.

# **Equipment – Edward Cesena**

A total of 150 new computers were purchased for the Reading/Writing and Language Labs. The purchase of these new computers will be quite useful to the students to efficiently complete their projects. Acquiring these new computers has afforded the labs to offer an open internet lab for the students on a walk-in basis. Additionally, the labs have been able to upgrade the Symantec support service utilized for XP computers to the new computers operating on Vista at no additional cost. As far as software programs, Reading Plus is currently being utilized. Hopefully, there will be better support with the new network. The staff computers are also in the process of being replaced.

#### <u>Library – Rosa Pitones</u>

Rosa Pitones is presently the Interim Assistant Librarian. Ms. Pitones has worked at IVC as an adjunct evening part-time Reference Librarian. Ms. Pitones has conducted numerous bibliographic orientations thus far. Her contention is to make the bibliographic orientations as informal and comfortable for the students. The bibliographic orientations are conducted both in English and Spanish.

Currently, Ms. Pitones in collaboration with Dr. Ying and Toni Gamboa is in the process of weeding some of the old reference materials with new items to include in the library collection. In addition, the Library is awaiting the arrival of new computer tables to be placed out on the floor. With the deployment of new computers in Room 1502, the room is being utilized quite often not only for bibliographic orientations but for Financial Aid, etc. If and when there is a schedule conflict, Ms. Pitones contacts the Reading/Writing Lab or Language Lab for room availability in order to conduct the bibliographic orientation class or classes when necessary. She encourages the faculty to contact her should they have any questions regarding the scheduling of bibliographic orientations or assistance with supplemental library materials for their curriculum.

## <u>Technology Training Center – Larry Valenzuela</u>

Larry Valenzuela gave a brief update on the upcoming technology trainings that will be provided by the Technology Training Center. A copy of the Technology Training Center Newsletter – June 2007 was given to each member present. The newsletter noted the pertinent information of each workshop including date, time and location. More workshops will be offered and they are listed in the Technology Training Center website. Mr. Valenzuela is also working with Rosa Pitones on the library's on-Line request form. Faculty, staff or students would complete the web based form to request library materials.

Easy Grade Pro Trainings will also be provided. This software is really neat and was purchased by ACCESO. It is a site license which allows faculty to input grades and classroom rosters. If faculty members are unable to make the scheduled workshops, they are welcome to make an individual appointment. In the near future, once the Technology Training Center obtains their new computers, the center will offer MS Office 2007 trainings as well.

<u>Campus Network Modernization Plan – Robin Ying</u>
Due to time constraints, this agenda item was deferred until the next Learning Support Services Committee meeting.

Adjournment M/S/C R. Gage-Mosher/K. Dorantes to adjourn the meeting at 3:04 p.m.