

**Imperial Valley College
Learning Support Services Committee**

**Minutes
May 16, 2006**

Members present:

Robin Ying, Chair

Armand Orensztain, Gloria Carmona, Larry Valenzuela, Nina Blair, Alicia Ortega, Nancy Lay, Donna Davis, Ingrid Soto (ASG Representative), Hope Navarro, Mardjan Shokoufi, Kseniya Kareva, Josefina P. Thoresen.

Members absent:

Barbara Stuart, Brian McNeece, Bruce Seivertson, Cathy Zazueta, Celeste Armenta, Charles Mason, Craig Luoma, Don Martini, Edward Scheurell, Frank Rapp, Jose Ruiz, Judy Cormier, Judy Craven, Kathleen Dorantes, Maria Coronel, Rebecca Walker, Romano Dominguez Sanchez, Ron Gage-Mosher, Scott Simpson, Tom Paine, Walid Ghanim.

Guests: Mary Ann Smith, Larry Valenzuela, Josue Verduzco and Victor Zazueta

Recorder: Toni Gamboa

Call to Order

The Learning Support Services Committee meeting was called to order at 2:05 p.m. by Dr. Robin Ying, Chair. Dr. Ying welcomed everyone and informed the members that this would be the only meeting scheduled for 2005-2006. He commented how he would like to keep the meeting informative by highlighting what has been accomplished in the last year in the Learning Services and Library. This includes the Technology Center which provides training courses to the faculty and staff as well.

Public Comment

No public comment.

Approval of Minutes

M/S/C I. Soto/N. Blair to approve the March 21, 2005 minutes with the following correction. Change guests to guest singular. One member abstained, minutes approved.

Learning Services

Supervised Tutoring

Nina Blair reported on the following: A new course LRNA 800 Supervised Tutoring noncredit course has been approved by C&I in March 2006. The course begins in the Fall 2006. The course objectives are listed in the handout given to those members present.

There are certain requirements from the Chancellor's Office for claiming apportionment for tutoring:

- Student must be enrolled in a noncredit course for supervised tutoring
- Student must be referred by an instructor or counselor
- Student must register him/herself for the course
- Course hour range 3 – 72 (not to exceed the number of hours a course meets during the semester). Based on a 4 unit course (18 hours per course)
- Tutors must have completed formal training – EDUC 202 Tutor Training (taught once every semester by Nina Blair). This course does not claim to train any tutor for any subject area. It is simply an introduction for the tutor. This course tends to weed out students who do not have the appropriate attitude for tutoring. It introduces students interested in tutoring to the importance of communication skills in relating to a student.
- Tutors must be approved by course instructor (names of those tutors interested in tutoring a math course are submitted to the instructor in that level. The instructor signs off on the list. If the instructor does not like the tutor they cross her/him off the list and the tutor is not eligible to tutor in that specific course. This allows the instructor to be involved in the selection of the tutor.
- Tutoring center must be supervised by certificated faculty with no other assigned duty

Tutor Trac

The Tutor Trac is a web based student tutor log in/log out system. This system will be a pilot program during the summer session and will go on-line in Fall 2006. It is available to be used in all labs on campus and will be utilized in the Reading/Writing Lab, Language Lab, and the Learning & Tutoring Center. It is available at the Calexico and El Centro campuses as well. Students and tutors have 24 hour access from any internet based computer. This enables students to access tutoring much easily. In addition, the Tutor Trac software has a number of reporting functions. The reports are customizable which facilitates reporting considerably.

Additionally, the Tutor Trac is a software program that is going to capture the interaction of the student with the tutor. This needs to be documented in order to obtain funding for

Positive Attendance. The Tutor Trac is going to track the amount of time that a student actually spends with a tutor. These reports will be submitted to the Chancellor's Office. Tutor Trac has three major components and they are as follows: 1) Log in/log out – Timekeeper tracking time 2) Appointment – Tutor to post available times for time efficiency accessible to students 3) Statistic Report – Very important to the Reading/Writing Lab and Language Lab who spend many staff hours compiling data for their reports.

At this time we would like to thank ACCESO for their support in the purchase of both the software and hardware.

Tutoring Center Statistics

Josue Verduzco provided a handout noting the updated statistics for the Learning and Tutoring Center. The Learning and Tutoring Center is in charge of providing tutoring for the entire campus. However, there is some overlap of service with the Math Lab, Business Lab, and DSP&S Lab. Currently, there are approximately 20 to 25 tutors. Most of the tutors started here at IVC. Although there is no formal tutoring for ESL the Learning and Tutoring Center offer tutoring in grammar in addition to two conversation classes daily.

The tutoring services are in a transition from walk-in services to appointment tutoring. The Tutor Trac software should expedite this process.

Technology Center Updates

Larry Valenzuela provided a handout he developed listing the workshops being offered the next couple of weeks. Several MS Outlook workshops educating the faculty and staff on how to access their e-mail not just on their local network account on campus, but the outside one which is accessible through the web have been scheduled. The workshops will include the new component Outlook Web Access. If unable to attend the scheduled workshops, faculty and staff may arrange an individual appointment when time permits. The Technology Center has had a successful rate in training the faculty and staff since 2004 when trainings initiated. Statistically in 2004, 295 employees were trained. In 2005, a total of 395 employees were trained amounting to a 10% increase. Furthermore, the Technology Center has been working with Nina Blair in compiling information for the Accreditation Report to provide the staff, faculty and administrators numbers in terms of how much the Technology Center has been utilized on campus. Services provided by the Technology Center are free.

The Technology Center will be coordinating with Dr. Michael Heumann, in scheduling the trainings for faculty on Turnitin. This software program allows the faculty to scan documents in order to prevent students from plagiarizing.

WebSTAR trainings will also be offered from June 12th through June 16th. An e-mail will be sent out informing employees of these and other upcoming workshops.

Library

Information Literacy

Information Literacy was initiated by the Academic Senate appointing a Taskforce to gather information from faculty in order to share information that was once referred to as Information Competency. These are core components which state universities and colleges are using and requiring consist of researching a question, finding information and utilizing the information to develop a coherent paper or presentation and repeat the process again.

Information Literacy will not be tested through private programs on campus rather information will be gathered to see how effective it is. Two different courses Math and English will be utilized through infusion. This will take place in the fall semester.

eBooks

The Library purchased a core collection of electronic books to be made available on our home page. This collection provides access to 2,700 eBooks. An eBook is an electronic book. The core collection purchased by ACCESO for \$5,000 includes many titles, encyclopedias and dictionaries hand chosen by the Council of Chief Librarians a council which consists primarily of deans. You are welcome to browse through the collection by typing the URL address from campus this should give you automatic access to the collection.

It will be a process to get our students comfortable in utilizing electronic books instead of paper books. However, more publishers are currently choosing to publish books electronically rather than on paper.

Library Statistics

New Periodicals:

Hope Navarro gave a brief presentation on the Library's serials or periodical statistics. The New York Times – 646 reels were donated to fill the existing gap. These reels were obtained by Cathy Zazueta from another library. The Library is currently subscribing to 311 paper copies; 34 gifts; 34 departments; and 51 microfilm titles. The Library currently houses 648 magazine titles, counting both paper and microfilm copies.

Other Statistics:

Mary Ann Smith gave a presentation on the Library's Circulation statistics. The statistics presented are based on the fiscal year so they are approximations only. There are approximately 7,000 students enrolled. 2,500 students come in to utilize the library. The turnstile count of students who repeat visits is 800 to 1,000 students daily. During the summer session 17,000 utilized the library within a 39 day span. In the winter intersession 12,000 utilized the library within a 33 day span. Additionally in the Spring,

61,000 utilized the library. 26,000 items were used including books, reserve materials and the reference collection. 62 interlibrary loans, loaned out and 107 borrowed. 182 instruction classes on campus and 5 off campus tours. In addition, there are 101 guests and 233 community borrowers.

Video Conferencing

The Library has two Kodak 40 inch televisions obtained by a program sponsored by the Chancellor's Office three years ago. In February 2006, Dr. Ying was successful in setting up the equipment to network with the Chancellor's Office. If you are interested in scheduling a video conference, please contact Wayne Wright.

Other

Classroom A/V Equipment Wiring

Classroom audio visual equipment wiring has been made available through IELM funding to wire five new classrooms. This includes a portable classroom for extended campus use. Purchases of additional overhead projectors are being considered as well.

Adjournment

The Learning Support Services Committee meeting adjourned at 3:50 p.m.