IMPERIAL VALLEY COLLEGE

Basic Skills Committee Meeting Minutes Wednesday, February 26, 2014 1:30 p.m. Room 1704

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 $\sqrt{}$	Guests	
Jill Nelipovich √	Brian McNeece	
Betsy Riehle √	Terry Norris	
Caroline Bennett √	Josue Verduzco	
David Zielinski $\sqrt{}$	Frank Hoppe	
Ed Scheuerell √		
Ed Wells		
James Patterson		
Leticia Pastrana √		
Nancy Lay √		
Norma Nunez√		
Russell Lavery $\sqrt{}$		

Recorder: Martha Navarro

A. Call to Order—Jill Nelipovich, Basic Skills Coordinator.

Jill Nelipovich called the meeting of the Imperial Valley College Basic Skills Committee to order at 1:30-p.m.

- B. Review and Approval of Minutes, November 27, 2013 M/S/C Betsy Riehle/Norma Nunez
- C. Reports

1. Embedded Tutors (tutoring center) - Jose Verduzco

- ➤ Josue Verduzco, Coordinator of Learning Services, presented information on the embedded tutor program pilot that just began this spring semester. Josue stated that this information will help to determine where tutors would benefit the most. Josue went into more details in regards to the pilot. He discussed the purpose of the pilot, the training, and tutor hour distribution:
 - The purpose is to target classes with a low success rate;
 - Tutors are trained three hours before the semester begins; and
 - Each tutor has four hours per week in class and two hours outside class.

Josue stated that classes who are participating in the pilot have met twice this semester. After the second class meeting Josue was able to determine the following:

• In-Class participation has increased;

- There is minimal participation when students meet with tutors outside of class;
- Taking notes has helped tutors create rapport with students; and
- Tutors have learned new ways to help students.

Josue added that tutors have been asked to maintain a weekly journal.

- The instructors participating in the pilot are:
 - Olivia Samaniego (ENGL 009)
 - Elizabeth Kemp (ENGL 009)
 - Frank Rapp (ENGL 010)
 - David Zielinski (ENGL 010)
 - Alex Cozzani (Math 081)
 - Santos Moran (Math (081)
- > Josue stated that instructors have access to the tutor's weekly journal.
- Leticia asked if students ask questions to the tutor while class is ongoing. David responded that the students are divided in groups.
- > Josue stated that they need a good feel where tutors would benefit the most. He also stated that students need to be motivated to attend tutoring.

2. Embedded Tutors (Math) - Jill Nelipovich/Caroline Bennett

➤ Betsy asked how math instructors are utilizing tutors. Jill stated that instructors assign math problems to their students and tutors walk around class. Caroline stated that there is a great effort in advertising the Math 61, 71 and 81 workshops that take place in the lab. They advertise by posting flyers and sending emails in regards to the times. Caroline also stated that the tutors are helping with the advertisement.

3. Budget Report

- ➤ Jill reported that she received an email notification from Carlos Fletes in the Business office letting her know that the state took \$33,000 from the initial 2013-2014 budget. Initially, the budget for 2013-2014 was \$250,000. This brings down the budget to \$204,000. Jill added that the state may continue to take funds away until May of this year.
- ➤ Initially, the amount from the state was \$259,000. The state took back \$33,000 from this amount, which brought the original amount down to \$204,000.
- > Jill stated that it's best for the committee to look into how the state calculates funding. She added that it will help them predict if the state will take funding away from previous years.
- ➤ The committee briefly discussed satellite courses. Brian stated that IVC should go back to offering satellite classes. Jill responded since Kevin Howell will be picked up by the district next academic year, the funds used to pay Kevin can be used to offer satellite classes. Jill will check guidelines.

4. Basic Skills FTES Report

- ➤ Jill presented the Basic Skills Budget Report. The report showed the allocated amounts from academic year 2007-2008 through 2013-2014. The report included:
 - The amount allocated between AY 2007-2008 through AY 2013-2014;

- The amount received per FTES between AY 2007-2008 through 2013-2014;
- The number of Basic Skills FTES for main and satellite campuses for fall, winter, spring and summer between AY 2005-2006 through 2012-2013;
- Percent Change of FTES and State Allocation for two consecutive years;
- A breakdown between Basic Skills Math, English and ESL FTES between AY 2005-2006 through 2012-2013;
- ESL FTES, Fall vs. Spring;
- English FTES, Fall vs Spring; and
- Math FTES, Fall vs. Spring
- ➤ Ed expressed concern on the lack of ESL instructors. He added that he had received an email from Kathy Berry informing him that the two vacated ESL positions were not going to be hired as tenure track positions, but rather as full time temporary positions. This would at least be saved for future positions.
- ➤ He stated that Kathy's email also explained the direction of Adult Education in California is not certain at this time, and it is also not certain where ESL instruction will be included within the undetermined structure of Adult Education. The members expressed some concern on how this may affect FTES. Russell asked if IVC would still be involved if the conversion happens. Brian explained that IVC is applying for a non-competitive planning grant. This will help with the planning and implementation of the adult education program.
- D. Update on Previous Discussion Items

1. Basic Skills Committee Composition

This topic will be discussed at the next Basic Skills meeting as an action item.

E. New Discussion

1. Basic Skills Service Area Outcomes

- ➤ Jill announced that the Basic Skills area outcomes are due March 15, 2014. She added that an email will be sent to the members to see if anyone has any ideas. Norma suggested using some of the poppy copy practices and used as the first objective. David suggested offering several workshops. Jill stated that she will look into inviting a guest speaker to one of the workshops.
- F. Action Items

No action items

- G. Other
 - ➤ The members discussed doing a summer bridge program on student success. Norma asked if Basic Skills monies can pay for the program. Jill said that she is working on a report to see if they can afford to pay for the program. Brian suggested piloting the program, just like they did with CalPass.
- H. Next Meeting: March 26, 2014
- I. Adjournment

The meeting was adjourned at 2:30 p.m.