

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting Minutes
Wednesday, April 30, 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 ✓	Guests
Jill Nelipovich ✓	Brian McNeece
Betsy Riehle ✓	Terry Norris
Caroline Bennett ✓	Allyn Leon
David Zielinski	
Ed Scheuerell	
Ed Wells	
James Patterson	
Leticia Pastrana	
Nancy Lay ✓	
Norma Nunez ✓	
Russell Lavery ✓	

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 1:40p.m.

B. Review and Approval of Minutes, March 26, 2014

M/S/C Norma Nunez/Caroline Bennett to approve the minutes of March 26, 2014, as presented.

C. Reports

1. *Accepted for BSILI workshop June 1, 2014 – June 6, 2014*

- Jill reported that the proposal sent to BSILI was accepted. Jill, Sydney Rice and Brian McNeece will be attending the BSILI 2014 (Leadership for Curricular & Institutional Transformation) workshop in Lake Arrowhead from June 1st thru June 6. Brian will only be attending one or two days. Brian stated that 3csn will be covering lodging and BSILI will reimburse up to \$300 for mileage. The Committee was not sure if the funds were \$300 per instructor or institution. Jill will confirm. If the funds are per institution, the members agreed to cover any expenses over \$300 to compensate.

D. Update on Previous Discussion Items

1. *Basic Skills Committee Composition* – Jill read the current titles of voting members that make up the Basic Skills Committee:

- 1 person representing Math (Chair or designee)
 - 1 person representing English (Chair or designee)
 - 1 person representing CTE
 - 1 person representing ESL (Chair or designee)
 - 1 person representing Reading/Writing
 - 1 person representing a non-Basic Skills discipline
 - 1 person representing Counseling
- The committee members agreed that more voting members need to join the Basic Skills Committee. Some suggestions made were a Math Lab Coordinator, a Learning Services Coordinator and the VP for Academic Services. If the Vice President for Academic Services is not available, an administrator can represent him/her and vote on their behalf. Jill will discuss with Eric Lehtonen about putting this item on the Academic Senate agenda.

E. New Discussion

1. *N/A*

F. Action Items

1. *Approval for Jill Nelipovich + 1 to attend Basic Skills Coordinator Conference, Whittier, CA May 2, 2014.*

M/S/C (Norma Nunez / Brian McNeece) to approve for Jill to attend the Basic Skills Coordinator Conference on May 2, 2014.

2. *BSILI workshop travel funding*

M/S/C (Betsy Riehle / Caroline Bennett) to compensate travel funds exceeding \$300.

3. *Terry Norris and Josue Valenzuela - Embedded Tutors*

- The Learning Services and English department are proposing to hire seven tutors. This proposal is a continuation of a pilot program using embedded tutors. They plan to use two embedded tutors in English 009, two tutors in English 010, one tutor in ESL 015 and two embedded tutors in math 071 and 081. Tutors will be assisting students in class up until the final exam. Additionally, offer two hours per week of supplemental assistance.
- The proposal is based on proven increase in success rates when tutors/model students are present with students in Basic Skills classes.
- Volunteer instructors and paid student tutors will receive six hours of training.

- Brian stated that only 10-15% of students show up for tutoring sessions that are held outside of class. The members discussed ways to encourage students to attend. Some suggestions were:
 - Putting the lab as an assignment for homework points;
 - Referenced on the syllabus that lab attendance is required;
 - Have a practice test in order for students to attend the lab or any supplementary workshops.

M/S/C (Brian McNeece / Norma Nunez) to fund the continuation of the pilot program to use embedded tutors in Basic Skills English and Math classes with the addition of one more tutor in an ESL class, not exceeding the amount of \$15,014.74(\$7506.74 per semester).

4. *Sydney Rice – ESL Professional Development*

- Sydney’s proposal to provide training to part-time faculty through a series of four, two hour workshops throughout the course of the term has been tabled. Sydney was not present during the discussion to answer some of the questions the members had, such as, cost to attend and trainer prep time.

M/S/C (Brian McNeece / Norma Nunez) to table the request for August 14, 2014.

5. *Caroline Bennett – Math Lab Tutors for Winter/Summer*

- Caroline’s proposal is to offer twelve math sections during the summer of 2014 and twelve sections during winter of 2015, four of which are at Basic Skills level.
- Caroline explains in her proposal that the budget that pays tutor salaries during the regular fall and spring semesters, does not allot for summer and winter sessions.
- Tutor wages will rise from \$8.00 per hour to \$9.00 per hour starting July 1, 2014.
- Caroline hopes to increase access to tutoring help, particularly during accelerated sessions.
- She plans to qualitative assessed the effectiveness of the tutoring through surveys that the students will fill out when they utilize the lab’s services. Data will be recorded and a report will be submitted to the Basic Skills Committee.

M/S/C (Betsy Riehle/Russell Lavery) to hire three tutors to work twelve hours per week for the six week durations of both the summer 2014 and winter 2015 sessions. The total amount requested is \$3810.

6. *Jill Nelipovich, Caroline Bennett – Promoting Student Success Using the Tablet PC and Camtasia*

- Jill’s proposal is to create a guided notebook with accompanying video lectures. They want to be sure that during virtual lectures, students have the same “feel” as a face-to-face experience.

- The videos will be accessible to all Imperial Valley College students as a supplement if they need additional help.
- Students will have additional support specific to their textbook. We anticipate a higher success rate in instructors' individual classes as well as a greater student success in subsequent classes.
- Some members were concerned that students will only check out the tablet instead of coming to class.

M/S/C (Caroline Bennett/Betsy Riehle) to approve the purchase of a Lenovo Helix Convertible Tablet to create guided notebooks with accompanying video lectures. Total amount requested is \$4397 plus \$300 for the extended warranty

7. Caroline Bennett, Jill Nelipovich – Embedded Tutors + Math Lab tutors

- Volunteer Instructors of the math department are requesting funds for three embedded tutors, one in each of a fast-track Math 61, a fast-track 71 and a fast-track 81 that meet once per week.
- Each tutor will offer additional supplemental instruction as well as an additional eight to nine hours of tutoring in the math lab.
- The math lab hopes to decrease the student- to-tutor ratio, increasing the number of students served and tutors offering more quality instruction.
- Students utilizing the math lab will be asked to fill out a survey of their experiences in the math lab. Also, data of success rates of students that utilized tutors in the math lab will be gathered and recorded on a weekly basis. The report will be submitted to the Basic Skills Committee by June 2015.

M/S/C (Betsy Riehle/Russell Lavery) to fund three embedded tutors, one in each of a fast-track Math 61, Math 71 and Math 81. The total amount requested is \$13,842.00

G. Other

- Jill stated that Kevin Howell had received an email from Kathy Berry notifying him that his salary will be picked up by the district as well as Jill Kitzmiller's. She added that there shouldn't be any more hiring with basic skills funds. Jill informed the members that an estimate of \$143,000 was left over from 2013- 2014 basic skills funds. Jill notified the members that if everything goes as planned, they should be receiving \$200,000 for 2014-2015.

H. Next Meeting

August 27, 2014

I. Adjournment

The meeting was adjourned at 2:45pm