

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting Minutes
Wednesday, August 27, 2014 1:30 p.m.
Room 2727

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
Allyn Leon ✓	Dr. James Patterson
Caroline Bennett ✓	Terry Norris
David Zielinski	
Ed Scheuerell	
Ed Wells	
Jill Nelipovich ✓	
Kathleen Dorantes ✓	
Mardjan Shokoufi ✓	
Nancy Lay ✓	
Norma Nuñez ✓	
Russell Lavery ✓	

Recorder: Martha Navarro

A. Call to Order - Jill Nelipovich

B. Review and Approval of Minutes, April 30, 2014

M/S/C Norma Nunez/Mardjan Shokoufi to approve the minutes of April 30, 2014, as presented

C. Reports

1. BSILI- June 2014

- Jill discussed her experience at the BSILI (Basic Skills Initiative Leadership Institute) workshop that took place in Lake Arrowhead from June 1, 2014 – June 6, 2014. Brian McNeece and Sydney Rice also attended.
- The main focus of the workshop was to work on projects that create a positive campus culture. This would be through offering different teaching modalities to improve teaching and improve campus participation by working on professional development projects such as:
 - Habits of the mind
 - Logic Model
 - Reading Apprenticeship
- Jill stated that they were asked to offer a workshop to introduce on any of the projects they were working on. Jill, Brian and Sydney decided to focus on the Reading Apprenticeship. Jill stated that she will invite a guest speaker to introduce the program.

D. Update on Previous Discussion Items

1. Reporting on Basic Skills Funded Projects

- Jill asked members who had a Basic Skills project to present a report to the committee on the next Basic Skills meeting.

E. New Discussion

1. Committee Self Evaluation Report

- Jill presented the Committee Self-Evaluation form. The form is designed to see the percentage of people attending meetings. The form will be back track to academic year 2013-2014. The Committee Self-Evaluation form needs to be completed every year by all campus committees, after their last meeting. An electronic vote will be sent out by Jill.

2. NADE Conference- South Carolina

- Jill discussed the NADE Conference that will take place in South Carolina from February 24, 2016 thru the 28th. Jill stated that NADE will be looking for volunteers to attend the conference.
- Jill was asked to be Treasurer for the NADE conference being held in Anaheim. She will request Basic Skills funds as soon as she determines the cost.
- Jill believes that registration is free for volunteers. She is working on getting the details on room sharing with other executive members.

3. State Report

- Jill informed the members that the state report is due on October 10, 2014.
- Jill has all the data but needs to compile it.
- She will submit the state report to the members for review prior to September 24th.

4. Bridge for Success Program

- Caroline and Norma discussed the Bridge for Success Program and ways students are selected to join. Any high school junior or senior who wishes to attend must have a grade of A or B.
- Norma stated that a workshop will be offered in October to emphasized the importance on taking the test.
- Mardjan stated that some of her students should be enrolled in a higher level math class. She added that students should be challenged.

F. Action Items

1. Learning Services Coordinator and Math Lab Coordinator-determine their voting privileges on the Basic Skills Committee.

M/S/C Allyn Leon/Norma Nunez to approve the incorporation of a certificated representative from Learning Services and the math lab as voting members.

2. Student Success Conference – October 08, 2014 - October 10, 2014

- The conference will take place on Wednesday and Thursday. The workshop that's being offered on Friday, February 10th will be funded by the state.
- Dr. Patterson requested an additional \$400 for Brian McNeece to attend the Student Success Conference.
- Jill informed the committee the cost per person to attend the Student Success Conference:
 - Registration - \$200
 - Hotel \$200 - per night
 - Travel \$106

*M/S/C Kathleen Dorantes/Allyn Leon to approve Jill Nelipovich and Brian McNeece's request for funds, not to exceed \$1500, to attend the Student Success conference scheduled for October 8, 2014 thru October 10, 2014.
The motioned carried.*

Other

1. Budget Report

- Jill went over the Basic Skills budget , with carry-over funds from 2012-2013 and 2013-2014:

2012-2013 carry -over to 2014-2015	2013-2014 carry-over to 2014-2015	2014-2015 Current Budget for 2014-2015 & 2015-2016	Total
\$220.97	\$73,011.83	\$83,561.43	\$156,794.23

- Funds from 2013-2014 must be spent by June 30, 2015.

H. Next Meeting: September 22, 2014

I. Adjournment

M/S (Norma Nuñez/Allyn Leon) to adjourn the Basic Skills Committee meeting at 2:20 pm.