

**IMPERIAL VALLEY COLLEGE**  
**Basic Skills Committee Meeting Minutes**  
**Monday, November 17, 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. Nicholas Akinkuoye, VP for Academic Services
Caroline Bennett ✓	
David Zielinski	
Ed Scheuerell	
Ed Wells	
Jill Nelipovich ✓	
Kathleen Dorantes ✓	
Mardjan Shokoufi ✓	
Nancy Lay ✓	
Norma Nuñez ✓	
Russell Lavery ✓	
Terry Norris ✓	

**Recorder: Martha Navarro**

**A. Call to Order - Jill Nelipovich**

Jill Nelipovich called the meeting of the Imperial Valley College Basic Skills Committee to order at 1:38 p.m. on Monday, November 17, 2014.

**B. Review and Approval of Minutes, October 27, 2014**

*M/S/C Allyn Leon / Kathleen Dorantes to approve the minutes of October 27, 2014, as presented*

- Jill clarified a statement that was made at the previous Basis Skills meeting. She clarified that all the assessment funding will come out of the Student Success and Support Program funds (SSSP) and not from Basic Skills funds. The State will be providing financial support for the use of the common assessment. If it's not used, it will be a loss but the school will still receive SSSP funds. However, the school will need to find other money within the district to use the common assessment, which the state will not subsidize for that portion.

**C. Reports**

**1. Cal-ADE 2014 (Nancy Lay & Jill Nelipovich)**

- Nancy Lay and Jill attended the Cal-ADE 2014 conference on November 1, 2014. The conference was on the common thread collaborate approach to education.
- Barbara Illowsky was the keynote speaker and she spoke about the Online Education Initiative, which will be going statewide. Barbara stated that assistance for students taking Basic Skills classes will be available but Basic Skills courses will not be taught online through this initiative.
- During the breakout sessions, Nancy attended a session that discussed high level approaches. The speaker recommended that faculty who teach developmental reading classes should try one of the approaches while choosing their readings. The speaker added that it should reflect the majority of culture of students so they can have something to relate to and that it should be

challenging, not difficult. Nancy will try the Reading Tool Box approach in her developmental reading classes this coming spring.

- The members briefly discussed some concerns about participating in the Online Education Initiative (OEI). Jill stated that she will email Barbara Olowski, who is on the grant committee for OEI, to try to address some of the members concerns.
- Jill attended the Math Talks session. One of the topics was on supplemental instruction, which they would like to look into and adapt for fall 2017. They also discussed cohort groups for students in Math 71, 81 and 91.

## **2. Title V Grantmanship Institute (Jill Nelipovich)**

- Jill attended the Title V Grantmanship Institute in October to learn about Title V funding applications. To apply for a Title V grant, 25% of the students must be Hispanic. Jill will be applying this year.
- Jill discussed the idea of buying a modular with grant money for a one stop shop tutoring center and calling the center Academic for Excellence. Dr. Nicholas Akinkuoye (Dr. Nick), Tina Aguirre and Dr. James Patterson are working on it. Title V funds can be used towards building construction. \$400,000 to \$500,000 a year for five years may be given if the application is accepted
- Ed Scheuerell spoke to Jill about re-opening the Calexico campus with AB 86 money. Jill stated that she spoke with Dr. Jaime about this.
- Jill briefly discussed the budget report and said that \$65,000 needs to be spent by June 30, 2015. Of those funds, Kathleen Dorantes will be using \$15,000 for My Skills Tutor. Jill will go over the breakdown of the funds in a special Basic Skills meeting. Jill is requesting that members come up with ideas to spend the remaining funds. She reminded the members that any idea must be Basic Skills related.

## **D. Update on Previous Discussion Items**

### **1. Strengthening Student Success Conference (Jill Nelipovich)**

- Jill briefly discussed the Student Success conference she attended in October. One of the topics was working in SILO's, for example, Academic Services and Student Support Services. Jill suggested having the Chairs of the Basic Skills Committee, Student Equity Committee and Student Support meet to discuss where money is going in each area. Jill added that the state would like to see documentation of three different committees or have the Chairs of each committees work together and meet once or every other month.

### **2. Reading Apprenticeship (3CSN) January 5, 2015 update (Jill Nelipovich)**

- Jill will send a reminder about the Reading Apprenticeship workshop scheduled in January.
- Dr. Nick will be doing a Program Learning Outcome workshop that day.

### **3. Embedded Tutoring (Terry Norris)**

- Based on proven increase in success rates, Terry would like to continue the embedded tutor pilot program during the winter 2015 and spring 2015 semesters.
- Terry distributed copies of his request for winter and spring of 2015 to all members. The report has details on the timeline, budget, anticipated outcomes and spring 2014 English and Math courses data prior to using embedded tutors.
- Budget for winter 2015 is \$1929.93 and for spring it's \$9936.88. Each budget includes materials, resources needed and cost for each, including money for salaries.
- Some of the members had questions such as tutor training, faculty plan of action and success rates. Terry stated that faculty and tutors meet to discuss strategies and goals for this program.

The request will be put as action item for the next Basic Skills special meeting, which will be on December 8, 2014.

#### **E. New Discussion**

1. Class sets of head phones for ESL (Ed Scheuerell)
2. Tutoring Expo March 2015 @ Pierce College (Jill Nelipovich)

#### **F. Action Items**

##### **1. Travel Request – NADE 2015 (Xochitl Tirado)**

- Jill stated that Xochitl Tirado is requesting \$1200 to attend the NADE 2015 conference in South Carolina. The amount includes airfare and hotel, 1 night only.

*M/S/C Kathleen Dorantes/Mardjan Shokoufi to approve \$1200 for Xochitl Tirado to attend the NADE conference in 2015.*

##### **2. ESL 5 Bridge English 8 (Kathleen Dorantes)**

- Kathleen distributed the guidelines for the ESL 5 Bridge program. The program is to target students enrolled in ESL 5 who need preparation to go into English 8. Only 37% of students go from ESL 5 to English 8.
- The program is voluntary and free to students. There's no class credit for completing the program, only a certificate is issued to students who successfully complete the program.
- The program would be offered during the winter session and summer session of 2015. It would consist of four classes: Academic Reading, Academic Writing, Academic Listening and Study Skills. During the winter session, students would meet Monday thru Friday, six hours per day and during the summer session, students would meet Monday thru Thursday, six hours per day.
- The program will be pilot during the winter 2015 session only and depending on its success, it will be offered during the summer 2015 session.
- The goal of the program is for students to succeed in English 8 and be tracked down thru this program to see how well they did in English 8. Students will take the Accuplacer test at the end of the Bridge program with a possibility that some of them may place in English 9, which will eliminate an exit point in their college pathway.
- Cost for winter session:
  - Curriculum planning (24 hours x \$60) = \$1440
  - Instruction time: 24 hours per week (6 hours per day x 4) x \$60 = \$1440  
1440 x 6 weeks = \$8640 x 2 classes = \$17,280
  - Classroom book sets = Up to \$5,000
  - **TOTAL: \$23,720** (serves 40-50 students)
- The proposal also includes a brief statement about cancellation of classes and compensation to the instructor.
- Kathleen agreed to create a report at the end of the program and present it to the Basic Skills Committee.

*M/S/C Allyn Leon/Caroline Bennett to approve the Basic Skills fund request guidelines, submitted by Kathleen Dorantes, for winter only with the modifications as discussed.*

- Jill stated that Sydney Rice is requesting \$3000 to attend a conference in Toronto, Canada. Jill will put the request as action item for the December 8 special meeting.

### **3. Directed Writing Assessment (Russell Lavery & Jill Nelipovich)**

- Jill discussed the Directed Writing Assessment program. It focuses on one topic. The program was originated out of Santa Ana College and developed by an ESL instructor. The program was applied it to an Occupational Therapy program. One of the pre-requisites was their equivalent of English 110 to enter the program. When admitted, students weren't ready to write the required reports for their internship. After the program was applied, success rates went up to 90%.
- From this idea, Jill and Russell began working on a Directed Math Assessment program that will improve student success in Physical Science 110 by creating Directed Math Assessments. They would create four sections for Physical Science 110, which would be Mechanics, Thermo Dynamics, Electricity and Waves and Light. Jill explained that they are lacking Basic Skills fundamentals, for example math 71 and 81. This would be mandatory and treated like homework. It will also encourage students to use the math lab. The request was tabled for December 8, 2015, during the special Basic Skills meeting.

### **G Other**

- 1.

### **H. Next Meeting: December 8, 2014**

### **I. Adjournment**

M/S (Russell Lavery/Kathleen Dorantes) to adjourn the Basic Skills Committee meeting at 2:43 p.m.