

**IMPERIAL VALLEY COLLEGE**  
**Basic Skills Committee Meeting**  
**Monday, April 27, 2015 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 ✓	Zhong Hu, Math Faculty
Caroline Bennett ✓	
David Zielinski	
Gordon Bailey ✓	
Jill Nelipovich ✓	
Kathleen Dorantes ✓	
Mardjan Shokoufi ✓	
Nancy Lay ✓	
Norma Nuñez	
Russell Lavery	
Sydney Rice ✓	
Terry Norris ✓	
Ed Scheurell, ESL faculty ✓	

**Recorder: Martha Navarro**

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

Jill Nelipovich called the special meeting of the Imperial Valley College Basic Skills Committee to order at 1:36 p.m. on Monday, April 27, 2015.

**B. Review and Approval of Minutes, March 30, 2015**

*M/S/C Allen Leon / Kathleen Dorantes to approve the minutes of March 30, 2015*

**C. Reports**

**D. Update on Previous Discussion Items**

**E. New Discussion**

**1. Title V Grant Activities**

- Jill notified the members that she will be applying for a Title V grant. The deadline to submit the application is May 19, 2015. Jill encouraged members to be involved and/or give ideas. Student Equity will fund \$10,000 to hire a grant writer.
- Jill briefly discussed converting the labs to a one stop shop center. She added that the idea is to move the Math Lab to the 2600 building and convert the former Math Lab into a regular classroom. Caroline stated that there are currently 48 computers in the math lab and there's been discussion about remodeling a portion of the math lab in order to add more computers. Kathleen stated that the district's proposal is to increase class size to 35
- A Test Proctoring Center for faculty was discussed. Allen asked Gordon to provide specific CISCO requirements for a proctoring center. Jill asked about the ongoing cost. Gordon stated that the cost is minimal but CISCO does have requirements for test rooms.

## 2. CTE – Gordon Bailey (funding for tutor mentors)

- Gordon stated that his department could use embedded tutors or interns that can participate in the class and receive credit. He added that this could help students stay on path and will help improve retention rates. Jill will email Ted Ceasar to ask if this can be funded with Student Equity funds.

## 3. Initial Review of Funding Request for Basic Skills

- Jill is proposing a formal process to request Basic Skills funds for travel, conferences, workshops, and innovative program ideas. She spoke to Michael Heumann about putting together a general funding request. If adopted by Academic Senate, she would like to create an online form.
  - a. *Travel Request*

The members discussed and agreed to change the title of the current Basic Skills Fund Request Guidelines & Application form to Innovative Program and Funding Application. The members would like the following information on the new funding application form:

    - **Summary-** Describe an innovative idea or summary of your proposal. Explain how the proposal contributes to student success and Basic Skills courses, English, ESL and Math. Jill stated that it does not have to be a Basic Skills course, it can also be a Basic Skills concept.
    - **Timeline-** When activities will occur
    - **Budget-** Include fringe benefits for faculty and students. Jill stated that Dixie Krimm suggested 11% for faculty and 8.5% for students.
    - **Baseline Data-** Data to support the need for program, if applicable
    - **Evaluation Process-** Explain how success will be measured
    - **Report to the Basic Skills Committee-** This could be via power point presentation or word document. Jill will email a copy of the revised form to the members.
- Jill is also working on a second form. This form will be to report back on any professional development activities, conferences or workshops. Jill went over some of the guidelines:
  - A summary of how the activity will contribute to Basic Skills instruction
  - Foreseeable impact on students success
  - How can the Basic Skills Committee help implement an innovated idea(s) from the conference?
  - Report to the Basic Skills Committee via presentation of conference materials
- If there is nothing to report or no materials were provided at the conference, Jill would like members to state that. Jill would like faculty to report back during the semester they attended the conference. The members agreed to vote electronically one week prior to the conference. Jill suggested overestimating when requesting funds and to request them prior to attending the conference. Jill notified the members that any post funding request will be approved in certain situations.
  - b. *Funding for Programs*

Jill went over some of the guidelines for software program purchases:

    - State the software or the program you would like to purchase;
    - State the initial cost of the software, and ongoing maintenance, if any;
    - Summarize how this will contribute to student success and Basic Skills activities;
    - Provide validation of IT activities in support of your proposal.

Jill suggested consulting with IT on any software purchase in the event that the software needs support.

Members will vote electronically on both funding request forms. If approved, Jill will try to put the proposal on the next Academic Senate agenda.

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

1. Funding for Tutors (Terry Norris)

*M/S/C Kathleen Dorantes / Allyn Leon to approve Terry Norris' funding for the summer programs*

- Based on proven success rates, Terry would like to continue the embedded tutor program in the 2015 summer semester.
- One embedded tutor will be used in Math 081 and one in English 09. Volunteered instructors and paid student tutors will receive three hours of initial training followed by two hour meetings to share success, results and/or problems. In addition, two hours per week of Supplemental tutoring, in separate sessions. The total cost will be \$2178.86
- Terry stated that faculty will get paid for training if further funds are available. Jill confirmed that there are.
- Terry will revise the proposal and include funds for faculty to attend the training. The members will vote electronically.

*M/S/C Kathleen Dorantes / Sydney Rice to table the motion.*

2. Aplia (Cenage) – English Program (Dorantes)

- Kathleen postponed her request to fund Aplia. She is waiting on cost information.

*M/S/C Kathleen Dorantes / Allyn Leon to table the Aplia fund request*

3. Reading and Writing Pods (Dorantes)

- Kathleen distribute copies of her reading and writing pods proposal. She explained that the pods will be extra practice for students to work on their English skills. The goal is to see if success and retention rates increase in classes using pods. The Reading and Writing pods will be for English 59, English 8, English 9 and English 10 classes. Students would meet with the instructor before or after class.
- The program is for twelve weeks and will cover 240 hours in a semester. Instructors will be paid \$30 per hour, which is a total of \$7,200 for the fall 2015 semester.
- Kathleen stated that this will be a more structured program and because of the logistics, this program will start in the fall of 2015, therefore, it will not be paid with funds from the 2014-2015 academic year.
- Some of the members did not agree paying faculty \$30 per hour. They also discussed and suggested having tutors run the pods and have part time faculty participate. Kathleen will re-write the proposal to include both tutors and part time faculty.

*M/S/C Allyn Leon / Sydney Rice to table the Reading and Writing Pods*

#### **G. Other**

#### **H. Next Meeting:** August 24, 2015

#### **I. Adjournment**

*M/S/C Kathleen Dorantes / Allyn Leon to adjourn the Basic Skills Committee meeting at 2:43 p.m.*