

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting
Tuesday, April 05, 2016 12:50 p.m.
Room 2728

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 ✓		Absent	Guest
Allyn Leon	Norma Nuñez	Roberta Bemis	Mary Jo Wainwright
Gordon Bailey	Mardjan Shokoufi	Sydney Rice	Dr. Nick Akinkuoye
Jill Nelipovich	Russell Lavery	Zhong Hu	
Terry Norris	Nancy Lay	Ed Scheuerell	
Kathleen Dorantes			

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 12:56 p.m. on Tuesday, April 05, 2016.

B. Review and Approval of Minutes, March 01, 2016

M/S/C Allyn Leon/Kathleen Dorantes to approve the minutes of March 01, 2016

C. Reports

1. NADE 2016 (Leon, Shokoufi, Dorantes, Zhong, Nelipovich)

- Kathleen discussed her participation at the NADE 2016 conference. She briefly discussed two workshops she attended, among others:

Developmental Using Online Teaching Courses- Kathleen explained that teaching developmental courses online is a viable method but also, a best way for developmental students to learn. She added that the reasons are access, support and repeatability they can get in an online class.

Social Media Literacy- This workshop discussed the amount of time teens spend online and how much time college woman and men spend on their phone. Kathleen's report explains the amount of time students invest in their social media capital and how it's shown to be a forecaster of academic performance.

- Other workshops Kathleen attended were:
 - *Feedback in Writing Assignments;*
 - *Addressing the Needs of English Language Learners in Your Developmental class;*
 - *A Grammatical Make-Over: Threshold Concepts in Developmental English*
 - *Tools and Techniques for Engagement; and*
 - *Grammar that Leaves you Breathless and Wanting More*

Mardjan also reported on NADE. She discussed what other schools are doing in order to assist students, especially non-stem students, in passing or by passing the developmental sequence and go into transfer level courses, such as creating courses that replace beginning intermediate such as a mini algebra in order to push students into co-requisite courses. Mardjan briefly added that non-

Stem students have different pathways and options than stem students. Norma added that California is doing the same and that CSU is giving incentives to students for graduating in four years. Jill stated that not all UC campuses accept AP credit as a "pre-requisite". Students receive the unit's credit, but not necessarily the course credit.

D. Update on Previous Discussion Items

1. RFP Basic Skills-Submitted (Nelipovich, Leon)

- Jill briefly discussed the Request for Proposal (RFP) for Basic Skills funds and stated that math was left out of the grant. Allyn attempted to submit math information to be included in the grant but missed the deadline. The grant proposal was due on March 25, 2016. The members inquired about the content on the grant proposal but David was unavailable to provide any information. Mary Jo Wainwright stated that David consulted with her about the RFP. She stated that the proposal included specific tasks and that there was one 3 unit stipend position, since it's focused on students. David presented the proposal at the Budget and Planning Committee meeting.

E. New Discussion

1. Basic Skills Coordinator 2016-17

- Jill announced that her job as Basic Skills Coordinator ends on June 30, 2016. She stated that after HR announces the position, Jill will encourage others to apply. The committee discussed the idea of having a Math and English instructor as Coordinator and Co-Coordinator

Mary Jo shared the current job description of the Basic Skills Coordinator. She stated that revisions can be recommended. She added that the position must be advertised to everyone who is qualified, regardless if it's a categorical position or not. Mary Jo also clarified how the position was or has been paid in the past. The members reviewed and discussed some of the responsibilities noted on the job description and recommended to remove some that do not apply. They also discussed some of the current duties that are being performed, such as budgeting and managing funds, writing the Basic Skills yearly state report and gathering data to include in the report. Jill added that the data has to come from Data Mart. Jill also explained what entails when writing the report.

After the members discussed and recommended how the position should be compensated, they all agreed and recommended 4 units of reassign time. In the event the position is divided between a Basic Skills Coordinator and a Co-Coordinator, the reassigned time and responsibilities can be equally divided. All the members concurred. Mary Jo will take the recommendations to the district.

Norma stated that it was discussed during an Academic Senate meeting to have the Basic Skills Coordinator and Student Success and Equity Coordinator meet to better coordinate the budget and avoid any overlapping of funds. The members discussed centralizing the budgets. The members briefly discussed the former plan of centralizing all labs but due to lack of buildings, the plan was cancelled.

- Mary Jo asked if the Committee has to apply for Basic Skills funds or if they're automatically awarded each year. Jill explained that the committee receives between \$150,000 and \$200,000 each year and the funds are based on FTES Basic Skills courses and anything that's non degree applicable. Jill added that there are times some of the funds are taken away and distributed to other colleges. This makes it difficult for the Committee to project.
- Jill also clarified that only one position is paid with Basic Skills funds, which is the Math Lab Tutorial Specialist. The members would like for the district to contribute a certain percentage towards this position and eventually making it a district position.

2. Camtasia Training (Dorantes, Nelipovich)
 - Jill announced that there will be an online conference in San Diego on June 16 and 17. Jill contact someone about Camtasia training. The training would happen during the online conference. The training cost is \$3000 for 12 people but if Jill is able to get another college to participate, the cost may be divided between both. Jill would only need six people. Jill asked members if they would like to attend the training. The computers are already here.

F. Action Items

1. Accelerated Pathways (Dorantes, Nelipovich, Leon)
 - Kathleen presented a Basic Skills funding request application. The request is to sponsor a professional development activity for English faculty that would like to teach English 10, which is the accelerated Basic Skills English class. Kathleen explained that English 10 is a Basic Skills open enrollment class. Students do not need to place into this class. Instructors use special methods in this class that will help students be successful in transfer level English. Kathleen’s request application also included retention and success rates:

Spring 2014	Retention	Success
English 10	71%	49%
English 110	72%	49%

- Kathleen is requesting \$9561.77. Below is the breakdown:

*Trainer (provided by the California Acceleration Project)	\$5000
7 full-time faculty & 7 hours of training @ \$60/hour plus fringe benefit multiplier (14.33)	\$3361.30
5 part-time faculty & 7 hours of training @ \$30/hour plus fringe benefit multiplier (14.33)	\$1200.47

* The trainer will plan an all day Saturday workshop, produce teaching materials and lead the workshop. Trainer expenses, hotel, mileage and meals are included.

M/S/C Allyn Leon/Mardjan Shokoufi to approve a Basic Skills fund request for English 10 Acceleration

G. Other

- Dr. Nick announced that the Institutional Effectiveness Partnership Initiative Team (IEPI) will be on campus the week of April 27. The purpose of the visit is to apply for a grant of \$150, 0000 that would go towards institutionalize effectiveness. The team will be led by the President of Mira Costa College. The areas they’ll be focusing on are enrollment management, SLO mapping and Basic Skills. The Basic Skills Committee is scheduled to meet from 3:45pm to 5:30pm. Based on the data that will be gathered during their first visit, the team will return in May and suggest best practice options to implement. The third and last visit will be to discuss if and how the best practice options were implemented and if they were successful. Dr. Nick will remind the group that will be meeting with the team.

H. Next Meeting: May 3, 2016

I. Adjournment

Meeting was adjourned at 1:46 p.m.