

**IMPERIAL VALLEY COLLEGE**  
**Basic Skills Committee Meeting**  
**Tuesday, May 03, 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	Excuse
Norma Nuñez	Ed Scheuerell	Allyn Leon	Don Sillings	Roberta Bemis
Gordon Bailey	Zhong Hu	Mardjan Shokoufi		
Jill Nelipovich	Nancy Lay	Russell Lavery		
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, May 03, 2016.

**B. Review and Approval of Minutes, April 05, 2016**

*M/S/C Kathleen Dorantes/Zhong Hu to approve the minutes of April 05, 2016*

**C. Reports**

1. RFP One-time Funding Basic Skills Grant (Jill Nelipovich)

- Jill announced that the request for proposal submitted last March was not funded. She stated that they were issued an NE (Not Funded but Eligible). Although they were eligible, Jill explained that the proposal did not score enough points. A minimum of seventy points was required. The proposal only included English but not Math and ESL. Jill added that not all three must be included in the proposal to request funds.
- The members agreed that the deadline was too short and that there was not enough time to gather all the necessary information. All members requested to see a copy of the proposal that was submitted.

2. IEPI (Institutional Effectiveness Partnership Initiative) Jill Nelipovich

- Jill shared information about her meeting with the IEPI (Institutional Effectiveness Partnership Initiative) team, who was on campus this past April. The team was very impressed with the Embedded Tutor Program and encouraged to go to the accelerated Math model. If approved, Jill will pilot the model in spring 2017. She asked Norma if the pilot must be approved by the state. Norma replied that it does not, but it needs to go thru and approved by the Curriculum Committee.
- Jill briefly discussed the placement and completion of Math 81. Kathleen suggested compacting some of the math levels.
- Jill will have a guest come out and meet with the Math department to discuss Math 061 becoming a non-credit course and testing out of Math 081.

- The committee discussed the implementation of the Common Assessment and Multiple Measures. Before the implementation, Norma stated that training will be required. Norma explained that the college can only select either, Common Assessment or Multiple Measures. If Common Assessment is selected and the college is not prepared, the college cannot issue any testing. Norma stated that the Multiple Measures will be pilot first.
- Norma announced that there will be a Multiple Measures workshop on May 19. The guest speaker will be attending the Curriculum Committee meeting to discuss. Norma announced that this will impact English and Math. She recommends English and Math faculty attend the meeting and asked the Chairs to notify their faculty. Kathleen will informed her faculty today. Norma will asked Jose Carrillo to send the information directly to the English and Math Chairs.

### 3. Winter Session (Zhong Hu)

- Zhong presented a report comparing the Math Lab Tutoring during the winter session of 2015 and 2016. There were a total of 720 student visits during the 2015 winter session and 676 during the 2016 winter session. Zhong also included the total number of hours for each session.
- The members discussed the drop in visits during the 2016 winter session and suggested different tracking methods. The lack of tutors was also discussed. The report also included detailed information on the cost, such as, tutor wages, hours per week and number of tutors. The total amount spent for the winter session was \$2730.

### 4. Embedded Tutors (Zhong Hu)

- Zhong shared information comparing Non-Embedded Tutor classes against classes with Embedded Tutors for Math 061 and 081. The report included the number of sections that were offered, success and retention rates. A total of 23 sections were offered.

*Non- Embedded Tutor Math 061 (8 sections)*  
*Embedded Tutor Math 061 (3 sections)*

*Non-Embedded Tutor Math 081(10 Sections)*  
*Embedded Tutor Math 081 (2 sections)*

The members discussed the drop in success rates. They made a few suggestions, for instance, comparing students who saw a math tutor against those that didn't, not the entire class population. They also suggested keeping a record of students that did see a tutor. Jill stated Tutor Track wasn't used because it's not set up the same way as the Reading/Writing lab. She added that one reason of the rates dropped is due to lack of tutors. Tutors only spend two hours in class assisting students then must return to the math lab.

- Kathleen reported on the Accelerated Pathway workshop training for English 10. Twelve attended, six were full time instructors and the other six were part time. She added that there was a lot of positive feedback and holding the training on a Saturday was very cost effective.

## D. Update on Previous Discussion Items

### E. New Discussion

#### 1. Committee policy for writing grants (Jill Nelipovich)

- The members discussed creating a policy and committee to review grant reports. Some of the required policies would be to issue a copy of the report to all members prior to submitting it, Review the report as a working group and make suggestions if necessary and lastly, take the report to shared governance.

