

**IMPERIAL VALLEY COLLEGE**  
**Basic Skills Committee Meeting**  
**Tuesday, March 7, 2017 12:50 p.m.**  
**Room 3112**

**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 ✓				Guest
Cynthia Spence ✓	Zhong Hu ✓	Allyn Leon ✓	Norma Nuñez	
Sydney Rice ✓	Nancy Lay ✓	Terry Norris ✓	Gordon Bailey	
Audrey Morris ✓	Russell Lavery ✓	Ed Scheuerell ✓		
Michael Heumann ✓	Mardjan Shokoufi			

**Recorder:** Martha Navarro

**A. Call to Order – Audrey Morris**

Audrey Morris called the meeting of the Imperial Valley College Basic Skills Committee to order at 12:56 p.m. on Tuesday, March 7, 2017.

**B. Review and Approval of Minutes, November 01, 2016**

*M/S/C Michael Heumann /Allyn Leon to approve the minutes of November 01, 2016.*

**C. Chair Updates (Audrey)**

1. Finances- Audrey presented an overview of the Basic Skills finances.

**a. Balance-** The remaining balance for spring 2017 is \$14,104.00. The balance must be spent by June 30, 2017. This balance does not include the projected expenses below.

**b. Projected Expenses-**Audrey briefly went thru the following projected expenses, which are:

- **Math Lab Surveys- \$50.** This is a printing fees.
- **CALP Project- \$4459** (6 instructors x 5 videos each x 2hrs/video x 65 x 14.33%, fringe benefit multiplier). Audrey stated that instructors will possibly be submitting individual reimbursement fund requests at the next meeting.
- **TESOL Conference- \$500-** Sydney Rice is requesting travel funds.
- **Reading Apprenticeship Conference- \$3800.** This is a possibility. The conference is scheduled for May 19 & 20. Audrey spoke with David Zielinski about the possibility of getting funded through the Talcas grant. Audrey included the approximate cost of four instructors to attend:
  - Registration- \$300 (\$75/person)
  - Flights-\$1000 (\$250/person)
  - Hotel- 2 days @ \$225/night = \$900; 1/per room= \$1800
  - Meals and airport Transportation
- **Community of Practice for Accelerated Learning- \$2378** (8x4 hours x 65 x 14.33%) Six instructors from Math and English will be attending the conference. The conference costs were paid by Student Equity, but Audrey’s plan is to have ongoing meetings with faculty from different disciplines after returning from the conference. Audrey explained that according to research, faculty that have ongoing meetings with colleagues after returning from a conference have more success and are more likely to integrate the practices they learned about into their teaching.

The projected expenses total up to \$11,187.00, leaving a remaining balance of \$2917.00.

2. Integrated Planning Progress (BSI / SE / SSSP)

- Audrey reminded the committee about the goal of integrating Student Success and Support, Student Equity and Basic Skills Initiatives. Audrey shared a few resources where members can get more information about the planning. Audrey stated that they already have deadlines and all three committees will be submitting their plans together. The first plan will cover two years. Audrey went thru some of the deadlines. There will be a meeting on March 14 on the integration process of the three committees. Audrey encouraged members to attend.
  - Audrey announced that several faculty and Administrators will be attending a college event at the end of this month related to the integrated planning.
3. BSI-2- Audrey stated that after July 1, the new name will be changed to Student Success Basic Skills or BSI 2.0. She added that the funding formula will also change.

#### D. Reports

1. Surface Pro Video Project (Audrey Morris)

- Five instructors are currently working on the video project and each will be submitting a fund request at the next Basic Skills meeting. Audrey presented and played one of the videos for a few minutes and requested feedback from the committee before sending the video to the repository in order for instructors and students to have access and use them. Some of the comments about the video were that it's too long. The group suggested that videos be under 5 minutes. The members also discussed several approaches in creating a video. For example, inserting interactive quizzes towards the end of the video, downloading and organizing the videos. The members will follow up on this again.
2. Math Lab Questionnaire (Mardjan Shokoufi)
- Allyn discussed some of the reasons the survey was provided. They want to increase tutoring services and find out why students are not utilizing the services offered on campus. The survey will be administered soon. Allyn explained that several sections and course reference numbers (CRN) of math 61, 71 and 81 were selected. These were target classes because students enrolled in them were generally referred to the math lab. They made sure they had a good sample of students attending mornings and afternoons as well as the selection of part time and full time faculty teaching these classes. Allyn will need help calculating results. The members briefly discussed the possibility of purchasing a computerized scantron machine. Some of the members will look into different types of scantron machines and prices.
3. California Acceleration Conference (Michael Heumann)
- Michael briefly discussed the statewide California Acceleration Conference. Six instructors will be attending, two from Math, English and ESL. The conference will be for three days. Michael added that it will be paid with Student Equity funds. Michael is hoping to offer more sections of accelerated English 10 classes. He also stated that there's been discussions about an accelerated Math class. Michael will report back at the next Basic Skills meeting.

#### E. Action Items

1. Confirm Electronic Vote for English Department Funds Request 12/2016 (Michael Heumann)

*M/S/C (Michael Heumann/Allyn Leon)* to confirm and approve the electronic vote held in December of 2016 approving stipends to compensate part-time English faculty to grade English 008 and 009 common finals in fall 2016 and spring 2017.

2. Request for Funds for International TESOL Convention (Sydney Rice)
  - Sydney is requesting no more than \$500 for travel. She is funding her airfare and her department has funded \$400. The hotel will be covered by TESOL.
  - Sydney briefly explained the TESOL convention. It's an annual conference where colleagues from around the country exchange ideas. One of the reasons she wants to attend is to meet and speak with Publishers about interesting software, and programs as well as teaching and program development. Since it's an international audience, there are Publishers that come from all over. She stated that at during last year's conference, she learned about a reading program and was able to share the information with the reading department.
  - Sydney stated that there are many valuable sessions offered at the conference. Her Basic Skills Fund Request application that was distributed to the members listed some of the sessions that will be offered, such as:
    - Effecting Pedagogical Change Through a School-based Community of Practice.
    - Literacy Strategies for STEM classes; and
    - Learning to teach Grammar: Teacher Education and Student Teacher Cognitions.

*M/S/C (Allyn Leon/Zhong Hu) to approve \$500 for travel for Sydney Rice to attend the TESOL International Convention in Seattle, WA.*

#### **F. New Discussion**

1. High Impact Practices and Collaboration (Audrey Morris)
  - Audrey distributed information on the Second Annual Reading Apprenticeship conference, which is something she would like to encourage faculty to attend. The conference will be held on May 19 and 20 at the San Mateo College in San Francisco. She discussed what the conference entails. The conference will help faculty teach students the reading skills they need in their classes.
  - This approach is not only for reading classes but other disciplines, such as, Biology, History and Math. They also have a focus on Engineering and Math.
  - Audrey discussed her experience at the Reading Apprenticeship training she attended a few years ago.
2. Faculty Development Opportunities
  - Audrey stated that the Reading Apprenticeship is an approach for the Basic Skills Committee to support. She's encouraging faculty to attend as it would be a good opportunity for faculty development. She suggested sending four instructors from different disciplines, not only English, ESL and Math, to attend the conference and bring back feedback. Audrey added that it could be something they can integrate into their classes. Some of the members had attended a brief presentation about Reading Apprenticeship. They shared their opinions and suggestions.

#### **G. Other Items**

- Some of the members shared information about an upcoming conference in Sacramento that pertains to non-credit. The conference, "Building Bridges and Programs Developing and Sustaining a Culture of Non-Credit" will be held May 4<sup>th</sup> and 5<sup>th</sup>.

#### **H. Next Meeting: Tuesday, April 4, 2017**

#### **I. Adjournment:** Meeting was adjourned at 1:50pm