

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting
Tuesday, September 05, 2017 12:50 p.m.
Room 2751

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	Deirdre Rowley
Sydney Rice	Nancy Lay ✓	Gordon Bailey ✓	Scott Simpson
Audrey Morris ✓	Russell Lavery	Ed Scheuerell	
Michael Heumann ✓	Mardjan Shokoufi ✓	Norma Nuñez	
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, September 05, 2017.

B. Review and Approval of Minutes, May 30, 2017

M/S/C The members were unable to vote due to the lack of quorum.

C. Chair Updates

1. Budget

- After subtracting the amounts designated for the math tutors for fall 2017 and spring 2018, the laptops and the cart, Audrey announced that \$12,000 is what's left from last year's allocation. This year's allocation (17/18) has not been spent. The integrated committee has not met, therefore, Audrey has been forwarding requests that have been approved by the Basic Skills committee to Dr. Nick for final approval. Audrey had to take this extra step because the funds being requested had to be approved and spent before June 30, 2017.

2. Integrated Report

- The state report is due in December 1, 2017. It was originally due on October 1, 2017 but the committee was given more time to work on it and submit it. It will be a combined report among the three committees. Audrey stated that one of the things they will be looking for is overall goals the college has and what is being done to meet them. Audrey explained that although the three committees were integrated, the funds will be separated. The plans and the report however, will be integrated. Since the Integrated committee has not met, Audrey does not know what part of the report the Basic Skills committee will be responsible for.
- Audrey briefly discussed the composition of the new integrated committee. Some of the members representing faculty will be Cynthia Spence, Zhong Hu, Christina Shaner, Alex Garza and Rick Castrapel. Department Chairs are in the committee as consultants. She pointed out who the voting members will be. The members questioned why Cynthia and Zhong are label as non-basic skills representatives. The integrated committee will be meeting on September 13, 2017. Some of the discussion items will be on expenditure guidelines, integrated plan timelines, meeting days, time and consistency.

3. California AB – 705 and Acceleration

- The members discussed the AB Seymour-Campbell Student Success act. This bill will require community colleges maximize the probability that students will enter and complete

transfer level courses in English and Math within a one-year time frame. Students in ESL classes will have a timeframe of 3 years. In addition, community colleges cannot require students to take a pre-requisite course unless the student is highly unlikely to succeed in a higher level course without it. The members expressed their concerns about the bill because some students are in need of remedial English and Math courses in order to prepare for transfer level courses. Audrey stated that due to this bill, faculty will attend conferences relating to this bill in order to be prepared.

D. Action Items

1. Math Lab Tutors Fall 2017/Spring 2018 (Zhong Hu)
 - Audrey confirmed that Zhong's request for Math Lab Tutors for fall 2017 and spring 2018 was approved by the Basic Skills Committee. The voting was conducted via email. Audrey was hoping to confirm the electronic vote today but there were not enough members to vote on it. This item was tabled.

2. CAP Design and Development Institute - October 2017 (Audrey Morris)
 - Audrey distributed copies of a Basic Skills funds request submitted by her, Scott Simpson and Deirdre Rowley. Although this item had to be tabled due to a lack of quorum, they still wanted to present their proposal. Their request is to attend the CAP (California Acceleration Project) Design and Development Institute. One purpose is to prepare for an ongoing effort to accelerate and integrate the English department sequence and curriculum for Basic Skills students. This will involve integrating their reading and writing courses, adding more accelerated English 110 courses, developing a co-requisite course for "at risk" students and training for faculty that will be adopting the new methodology. Their goal is to increase retention and completion rates for students who need English remediation.
 - The institute will be held on October 27 and 28 of 2017. The approximate cost for each person to attend is \$650 or \$1950 for all three. The fee includes \$115 for one round trip mileage, \$275 for two nights in a hotel, a \$200 registration fee and \$68 for food.
 - Audrey stated that there's a Math section available if anyone in the math department is interested. She's encouraging faculty that attended the Accelerated Teaching conference this past July to attend CAP. Mardjan will email the math faculty. If anyone is interested, they must submit a separate proposal.

3. CATESOL Conference – October 2017 (Sydney Rice)-This item was tabled.

E. Reports

1. English Acceleration Team (Audrey Morris)
 - Audrey distributed and discussed the English Acceleration Team's Report on the California Acceleration Project's "Community of Practice 2017" conference held on July 7 thru July 9, 2017. Nine faculty members attended the conference, five from English and four from Math. The purpose for attending was because 63% of Basic Skills students fail to complete English 110, freshman English, within two years. They hope to make changes in the developmental sequence in both English and the Math department. The English department hopes to prepare for a re-design on English offerings. This will include structural and curricular change and development.
 - The report focused on goals and the outcomes of the English team. The English department's goals are to accelerate the pathway of Basic Skills students by offering more sections of English 10, redesign their curriculum by including reading outcomes and

objections in their English 08 and 09 course outlines and to be prepare to offer faculty development to assist faculty adopt the new methodology and adapt to changes.

- The report also included a summary of the English Acceleration Team’s written comments on placement data and student access, co-requisite course model, faculty development and pedagogy and a summary of individual comments.
- Deirdre Rowley, Audrey and Scott Simpson shared their experience after participating as students in the new accelerated model at the conference. Deirdre discussed in detail the tasks they were given. As students, they had to plan and draft an argumentative essay after reading several college level texts relating to their theme, which was on habits and responsibility. They spent their time analyzing, responding and discussing. This was done individually and as a group.
- They were very impressed with their techniques and some of the essays they were able to see as samples. They briefly discussed language acquisition and how being in groups helps students build their vocabulary. They discussed how our students have the same language acquisition as the students that wrote these essays but our students’ language acquisition is better orally than written and this will have an impact in their writing. They hope to implement some of these techniques into their classes.

2. Math Acceleration Team (Allyn Leon) Tabled.

3. Math Lab Surveys (Zhong Hu) Tabled

4. Basic Skills Laptops (Audrey Morris) Tabled

F. Discussion

1. Electronic Voting

- Gordon suggested voting electronically thru outlook. He agreed to assist Audrey with the set up.

2. Mission Statement

- Audrey distribute a copy of the current Basic Skills Committee mission statement as well as a first and second draft. The first draft is based on a discussion the members had during the last Basic Skills meeting this past May. They discussed both mission statements. The second draft of the mission statement reads:

“To increase the success and retention rates of our students and accelerate their progress toward their academic and career goals by promoting high impact practices. These practices should include the use of multiple measures for placement; the acceleration of reading, writing and math sequences; and the integration of reading, writing and math remediation into transfer level course content.”

The members have not decided on a final statement. Audrey asked members to review both and email her any other suggestions. Michael suggested taking out that the word “sequences.” A final decision will not be made until after the integrated committee meets.

G. For the Good of the Order

H. Next Meeting: Tuesday, October 3, 2017

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