

IMPERIAL VALLEY COLLEGE

Basic Skills Committee Meeting

Tuesday, November 7, 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 |
|---------------------------------|--------------------|-----------------|-------|
| Zhong Hu ✓ | Judy Cormier | Allyn Leon ✓ | |
| Sydney Rice ✓ | Nancy Lay ✓ | Gordon Bailey ✓ | |
| 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 1:03 p.m. on Tuesday, November 07, 2017.

B. Review and Approval of Minutes, October 3, 2017

M/S/C Michael Heumann / Zhong Hu to approve the minutes of October 30, 2017

C. Chair Updates

1. Integrated Student Success Report for 2017 – 2019: Basic Skills Progress and Goals

- Audrey presented the 2017-2018 Integrated Student Success’s report. The report included the major goals for SSSP, Student Equity and Basic Skills. The members reviewed the goals and made suggestions. All members did not agree on the following goal listed under SSS:
 - *Remove prerequisites from remedial Math and English courses.*

They suggested taking that goal out of the report. The members stated that the following goal, listed under SSSP, needs clarification:

- *Follow-up with Basic Skills students taking math.*

The members agreed to add the following under the Basic Skills goals:

- *Institutionalize the Math Lab Tutorial Specialist.*
- *The Math Lab Tutorial Specialist will continue and will be institutionalized.*

They also suggested modifying the following Basic Skills goal from:

- *Provide Academic Counselor (1/2) to:*
- *Provide Academic Counselor (1/2) contingent upon the Math Lab Tutorial Specialist position being institutionalized.*

Audrey will take back all suggestions to the Integrated Committee.

2. AB 705 Implementation

- The members discussed the passing of bill AB 705. Although the bill passed, they don't have information as to when it will be implemented. Michael will be attending a meeting on November 21. It will be decided how AB 705 will be implemented. Sydney stated that she is part of the AB 705 committee. One argument will be to bring back CAI (Common Assessment Initiative) for ESL placement. She added that the Chancellor's office got rid of CAI, which affected ESL.

D. Action Items

1. Mission Statement (Audrey Morris)

- Audrey presented the fourth draft of the mission statement. The members made suggestions and had questions on some of the statements, like "reporting to academic senate" and "high impact practices." Sydney suggested adding the following statement: "*The voice of Basic Skills and ESL students.*" After the changes were discussed, Sydney read the revised mission statement to the members:

❖ *"The Basic Skills Committee was created by an agreement between the President/Superintendent and the Academic Senate of Imperial Valley College to oversee the implementation of the statewide Basic Skills Initiative, which provides a budget and a regional support system for improving student success in ESL and the basic skills areas of Math, Reading and Writing. The mission of the Basic Skills Committee, however, extends beyond the Initiative. It serves as the voice for ESL and basic skills students throughout the campus: providing recommendations to the Academic Senate on issues related to ESL and basic skills; increasing awareness across the college for the needs of ESL and basic skills students; and promoting high impact practices for student success."*

Michael pointed out that the way the mission statement is put together makes it clear that Basic Skills is not just the initiative or grant but that Basic Skills goes beyond the grant by addressing all things related to Basic Skills at the college, like the quality of education. Michael added that these are reasons for Basic Skills to be a sub-committee of the senate.

- Audrey stated that the day and time of the Basic Skills meetings remain the same. In regards to the composition, Audrey asked if the Basic Skills Committee should continue to have a Counselor as a member of the Basic Skills committee. Michael suggested talking to Dr. Martha Garcia or Dr. Lennor Johnson to see if they can appoint someone. It was also suggested changing some of the wording such as, "composition" to "voting members." The members also agreed to add Dr. Nick Akinkuoye, Dave Drury, David Zielinski and Josue Verduzco as "resource members." Resource members will be added by title.
- Audrey explained why the Basic Skills committee was not listed as a sub-committee of Academic Senate on the participatory governance structure sent by the President's office. She gave members the option of writing a resolution with a rationale to keep Basic Skills as an Academic Senate committee or be an advisory committee. She added if being an advisory committee will prevent them from helping students, then a resolution to keep Basic Skills under Academic Senate should be written and submitted as soon as possible.

M/S/C Allyn Leon /Michael Heumann approve the changes to the mission statement and adopt it as the mission statement of the Basic Skills committee as well as submitting a resolution with a rationale to maintain Basic Skills as a sub-committee of Academic Senate.

Since there's not enough time this fall, the resolution will be submitted in the spring semester.

2. Math Lab Tutors Winter 2018 (Zhong Hu)

- Zhong presented his request for the winter 2018 Math Tutors. Zhong's request is to hire three Math Lab Tutors for the winter 2018 session. The total amount he is requesting is \$4397. His request included the approximate costs:

| Math Tutors for Winter 2018 | | | | | |
|------------------------------------|------------------------------|-----------------------|-------------------|--------------------|------------------|
| PERIOD | TUTOR WAGES (\$/hour) | HOURS PER WEEK | # OF WEEKS | # OF TUTORS | TOTAL PAY |
| January 2 – February 2 | \$16.5 / hour | 20 hours / wk | 5 weeks | 2 tutor | \$3300 |
| January 2 – February 2 | \$11.00 / hour | 15 hours / wk | 5 weeks | 1 tutor | \$825 |
| | Workers Comp. | @ 6.6% | | | \$272 |

Total \$4397

Zhong shared the results from the winter 2017 session. A total of 14 sections of math were offered. Five were basic skills level and 442 students were enrolled. According to TutorTrac data, students attended the math lab 970 times by 206 students. There was a total of 2199.5 logged in hours throughout the winter 2017 session and students spent an average of 2.27 hours per visit. The success rates of students enrolled in remedial and transition level math was 4% higher for students who used the math lab than students that did not. The success rate of students enrolled in transfer level math was 8% higher for students that attended the math lab versus the students who did not.

M/S/C Allyn Leon / Mardjan Shokoufi approve the hiring of the three Math Lab Tutors for the winter 2018 session.

Audrey will introduce the recommendation to the Integrated committee. Zhong will present the need of hiring Math lab tutors.

E. Reports

1. Math Lab Survey (Mardjan Shokoufi)- Item was tabled
2. CATESOL Conference (Sydney Rice) –Item was tabled
3. CAP Design Conference (Audrey Morris)- Item was tabled

F. Discussion

1. Acceleration: California Academic Senate Resolution- Item was tabled

G. For the Good of the Order

H. Next Meeting: December 5, 2017

I. Adjournment: Meeting was adjourned at 1:53pm.