

**IMPERIAL VALLEY COLLEGE**  
**Basic Skills Committee Meeting Minutes**

**Tuesday, March 06, 2018, 1:00 p.m.**

**Room 2727**

**Mission:** 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.

<b>Attendees ✓</b>			<b>Guest</b>
Zhong Hu ✓	Judy Cormier ✓	Allyn Leon ✓	
Sydney Rice ✓	Nancy Lay ✓	Gordon Bailey ✓	
Audrey Morris ✓	Russell Lavery ✓	Ed Scheuerell ✓	
Michael Heumann ✓	Mardjan Shokoufi ✓	Norma Nuñez	
<i>Recorder: Martha Navarro</i>			

**A. Call to Order – Audrey Morris**

Audrey Morris called the meeting of the Imperial Valley College Basic Skills Committee to order at 1:05 p.m. on Tuesday, March 6, 2018

**B. Review and Approval of Minutes, December 05, 2017**

*M/S/C Allyn Leon / Mardjan Shokoufi to approve the minutes of December 05, 2017*

**C. Chair Updates**

*1. Finances (Audrey Morris)*

- Audrey announced the amount of Basic Skills funds is \$163,041. However, after an adjustment, they were given extra funds in the amount of \$9,789, bringing the total up to \$172,830. She explained that these funds are from the 2016-2017 Basic Skills budget and are being used for the 2017-2018 academic year. Audrey also clarified that the \$4500 given to Josue for an embedded tutor were not taken out of the 2017-2018 budget. She also reminded members about approving an additional \$1000 for a second tutor. Due to the extra funds awarded and items costing less than expected, Dixie notified Audrey that there are about \$6000 left.
- Audrey reminded members that any funding decisions made by the Basic Skills Committee must go thru the Integrated Committee for final approval. Audrey also stated that they'll be supporting things that will work towards the goals that were decided with the Integrated Committee. Audrey will send a copy of the Integrated Committee report. to the Basic Skills members. The report contains part of the goals.

*2. Laptop Cart Use (Audrey Morris)*

- Audrey brought a rough draft of the policies for the use of the Basic Skills Laptop Cart. There are 25 laptops and the computer cart is stored in the English office. Audrey suggested to give first priority to students with basic skills needs. However, she stated that at the Integrated Committee meeting, it was established students with Basic Skills needs may be taking higher level courses. One reason instructors may need the laptop is because some students may need help with formatting or citing.

- Sydney asked if only faculty that teach in the 2700 building can use the laptop. Audrey stated that use will probably be limited to the 2700 building. Audrey stated that use will probably be limited to the 2700 building.
- Audrey stated that Olivia is piloting the computer laptop cart thru the end of March. The laptops are already connected to the internet. Audrey is not sure if they will be ready for use in April. She will email everyone when the cart is ready to be use/checked out. In the meantime, faculty need to contact Audrey if they need one.
- Audrey asked Allyn if math would be interested in using the laptops. He stated that some instructors may want to.
- Audrey has been working with Norma Gonzalez in the Reading/Writing lab. She'll be referring anyone who would like to use a laptop to Audrey.
- The members discussed ways to have the carts moved to the location. One idea is to submit a service ticket to maintenance for assistance in pushing carts to classrooms. They also discussed some of the risk if maintenance assists with the delivery of the carts, like delivering the cart late or not picking the cart on time when class ends. Mardjan suggested speaking with Maintenance first before submitting a service ticket. Audrey will check with Maintenance.
- The members also discussed ways to check out the laptop carts. One idea was to have a sign out sheet, and put the last 4 digits of the bar code. Gordon stated that each computer has its own address, so that's another way they can be track. Gordon suggested talking to Kevin Marty or Nannette Everly in the Science department about checking laptop carts out. He added that they have a similar system. Audrey will check with them to see how they handle the carts.

#### D. Action Items

##### 1. English Department Funds Request (Michael Heumann)

- A copy of Michael's fund request was distributed to all members. The requested amount is to pay part-time faculty to assist in grading the spring 2018 common finals for English 008 English 009. The total amount being requested is \$1365. Below is a breakdown of Michael's request:

	# of P/T Faculty	# of hours	Amount per hour	Total
English 009	4	6	\$32.50	\$780
English 008	3	6	\$32.50	\$585

- Michael attempted to submit his proposal before the start of the 2017-2018 academic year to take effect fall 2017 but wasn't able to. Michael stated that this made an impact with the grading and one of the English 8 grading's had to be cancelled. Michael stated that it's well worth to compensate part-time faculty to assist in the grading. Audrey stated that this helps part-time faculty understand the importance of norming and the criteria and level that is used.
- The members briefly discussed how the common final can be used to achieve and assess the level of SLO's for English 008 and 009.

***M/S/C Michael Heumann /Allyn Leon to approve the funding to compensate part-time English faculty to grade English 008 and 009 common finals in spring 2018.***

#### E. Reports

##### 1. English Acceleration: English 55 (Audrey Morris)

- Michael announced that English 55 was approved by Curriculum. He explained that It's a one-unit class that will be attached to certain sections of English 110. He added that students who place in English 009 can bypass English 009 and go directly to English 110, in conjunction with English 55. Students will be working on the skills they need for the class.

- This will be done right after class and it will be with the same instructor. Audrey added that two sections will be pilot in the fall. This may cause a low demand in English 009 and a high demand for English 110 or 201 classes.
2. *Math Acceleration: Discussion (Allyn Leon)*
    - Allyn explained that the Math department is looking into different examples of co-requisite models that can be applied at IVC. The best approached has not been determined. Allyn stated that recently, the Math department has been discussing the possibility of collapsing Math 61 and 71 together. This would be for the 2018-2018 academic year. The Math department will be discussing this approach in the coming weeks. Allyn added that the general idea is that they'll be looking at co-requisite models that can help eliminate exit points and making it more streamlined.
    - The members expressed their concerns on the Math Acceleration model. They stated that the model may work for some students, but not for all. They discussed options for students that may have problems with an accelerated class. Taking a non-credit course may work. Sydney explained that although students can take a non-credit class as a review, it can't be a pathway to a credit class.
  3. *ESL (Sydney Rice)*
    - Sydney stated that ESL 106 and 107 will come up for vote in the next Curriculum Committee meeting. Sydney stated that Kristen Gomez was able to find that these courses may qualify for a CSU humanities credit. Sydney added that there was a cultural component added, therefore, CSU can accept it as a humanities requirement. Sydney added that this is good for the students because they get to prepare for English as well as completing a humanities requirement. If these courses were to be linked and students only want to drop one, they would have to drop both. Another issue was that students had to enroll in both courses even though they only needed one of the courses. Sydney stated that students are recommended to take 18 and 19. She added that students will be asked to take communication but they won't have anything officially linked. Audrey stated that this helps students be prepared for future classes such as math.
  4. *Math Lab: Winter 2018 (Zhong Hu)*
    - Zhong distribute math lab information. He briefly explained the results of his report. His report compared students who visited the math lab to those that did not. These were students taking a remedial and/or transitional math as well as a transfer level math during the winter 2018 session. The report also included success and retention rates. There was not enough time for Zhong to discussed results, therefore, Audrey will add his report on April's agenda.
  5. *Embedded Tutors: Winter 2018 (Josue Verduzco)*- Josue was not at the meeting and did not send a report.

## **F. Discussion**

1. *Reading Program at IVC*
2. *Senate Resolution*
  - Audrey postponed the resolution. She's been scheduled to meet with Dr. Jaime, Dr. Garcia and Mary Lofgren regarding Basic Skills. No further information was provided to her.

## **G. For the Good of the Order**

**H. Next Meeting:** April 10, 2018

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