



**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday October 26, 2011
1:30 p.m.
Room 2721**

Frank Rapp called the meeting to order at 1:35 p.m.

Basic Skills members in attendance were as follows:

Frank Rapp, Basic Skills Coordinator
Lisa Solomon, Faculty Representative, Non-Basic Skill Discipline
Michael Heumann, English Department Chair
Kseniya Gregory, ESL Department Chair
Betsy Riehle, Faculty Representative for Math
Nancy Lay, Faculty Representative for Reading
David Zielinski, Faculty Representative for writing

Basic Skills members not in attendance were as follows

Frank Miranda, Faculty Representative for Career Technical
Rick Castrapel, Math Department Chair
Norma Nunez, Representative for Counseling

Others Present:

Brian McNeece, Dean of Arts/Letters
Caroline Bennett
Allyn Leon, Math Instructor

Recorder

Martha Navarro

APPROVAL OF MINUTES OF 28 September 2011

*M/S/C (Allyn Leon/Lisa Solomon) to approve minutes of September 28, 2011 as amended
Motion carried*

DISCUSSION ITEMS

1. *2011-2012 Basic Skills Report*—Frank informed the members that the basic skills report was sent on October 10, 2011. Frank stated that it's a different report than has been previously submitted. He also stated that the 2008/2009 budget has been zeroed out. Basic Skills programs discussed in the report included former success institutes and the math lab tutorial specialist comparing success and completion rates for students receiving the assistance to those who have not. For the math lab data, the report compared students who attend the lab to students who do not.

Frank distributed the 2011-2012 ESL Basic Skills Action Plan report. He briefly went through the five action plans. The report has measurable/scalable plans.

Planned Action:

- Increase knowledge and commitment by conducting instructional, counseling and administrative meetings.
- Work with the Dean of Counseling and Norma Nunez to increase awareness of the early alert program. Brian suggested following up with instructors on the number of students that go to them after receiving the early alert warning. Kseniya stated that not too many people are aware of the early alert. Frank suggested that people need to be set on the early warning program so they can receive the warning notice. Lisa shared with members that she has referred students to Norma Nunez through the early alert program and students have improved.
- Increase the number of staff development workshops focused on teaching basic skills students.
- Restructuring the English Basic skills reading and writing course sequence to reduce the number of courses needed to successfully prepare for transfer level courses. Michael stated that they will be able to measure data on completion but not enrollment due to budget.
- Improve and increase the effectiveness of the math lab by improving tutor training and conducting workshops and study groups with math faculty. Caroline stated they need more tutors to be effective. Frank asked Caroline to have the tutor to student ratios available incase funds come in. Michael added that the Technology Planning Committee is working on improving the tutor track to gather data.

Frank referenced the following long term goals under 4b in the 2011-2012 ESL/Basic Skills Action Plan:

- Increase student success rates in Basic Skills writing and reading classes by at least 10% over the next five years;
- Increase student success rates in Basic Skills mathematics classes by at least 10% over the next five years;
- Increase Basic Skills staff development sessions to a minimum of five per year by 2016;
- Develop and maintain a system for measuring district wide knowledge of Basic Skills in order to make Basic Skill clear institutional priority; and
- Increase use of the Imperial Valley College Early Alert program by at least 20% over the next five years.

Frank stated that feedback on the report has not yet been received.

Frank shared with members that Mark Lieu will use a composite of all reports to present to legislators in order to attempt to convince them to continue to fund Basic Skills. If they do so, all schools will receive funds. Frank also stated that the funds received this year may be modified. Betsy congratulated Frank and Caroline on working on the report.

2. *Basic Skills Committee Purpose*—The members discussed ways of increasing success rates with basic skills students. Allyn suggested a way to increase success rate by having a lead instructor as a resource for all instructors teaching the same subject (e.g. have a lead instructor as resource for all math 70 and another for all math 80). The lead instructor will assist in teaching strategies, syllabus. Caroline also discussed another way to increase success is to do what Grossmont college does. Grossmont College has flex week instead of flex day. Instructors get to choose their workshop and have a course coordinator.

3. *Repeats and Withdrawals*—Frank notified the members that beginning summer 2012, any student who takes the same course three times and has failed every time, regardless if it's an F or W, the student will never be allowed to take the course at IVC again. David added that next semester counselors will notify students who already have failed the same course twice.

4. *Other*— David Zielinski mentioned a new report that compared the success rates of students enrolled in face-to-face vs. online classes. The report was based on an analysis of over 244,000 students enrolled in California Community Colleges. Statewide, there was a 5% differential between success rates in face-to-face classes compared to online classes. The report concluded that students in California community colleges "pay a penalty" for taking online classes. That is, the success rates are lower in the online classes. However, the report indicated that this "penalty" was virtually non-existent for "under prepared basic skills students."

ADJOURNMENT

The meeting was adjourned at 2:36 p.m.