



**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday May 25, 2011
1:30 p.m.
Room 2721**

Frank Rapp called the meeting to order at 1:36 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
David Zielinski, Faculty Representative for writing
Eric Lehtonen, Math Department Chair
Norma Nunez, Representative for Counseling

Basic Skills members not in attendance were as follows

Kseniya Gregory, ESL Department Chair
Betsy Riehle, Faculty Representative for Math
Deirdre Rowley, Faculty Representative for Reading
Frank Miranda, Faculty Representative for Career Technical

Others Present:

Brian McNeece, Dean of Arts/Letters
Mike Nicholas, Public Relations Specialist

Recorder

Martha Navarro

MEMBERSHIP CHANGES

There are no changes at this time but Frank stated that steps need to be taken to select next year's members. Brian notified the committee that he will be acting as ESL Coordinator while Kseniya is on maternity leave. Eric announced that this would be his last Basic Skills meeting as Math Department Chair. Rick Castrapel will take over during 2011/2012 year. Frank will speak with Lianna in regards to the Math department chair. Michael suggested having an alternate replacement member.

APPROVAL OF MINUTES OF 23 March 2011

M/S/C (Eric Lehtonen/Michael Heumann) to approve minutes of March 23, 2011

Motion carried

COORDINATOR'S REPORT

Frank shared an email sent by Mark Lieu with the Chancellor's Office in response to a rumor that some colleges are cutting their basic skills programs. Mr. Lieu stated that large cuts to basic skills are proportional to the cuts being implemented in all other programs. He continued by stating that there are a few colleges where basic skills is being protected from cuts.

Mr. Lieu also shared his concern about some colleges reviewing their basic skills curriculum with the intention of eliminating the lowest levels and the impact on basic skills students since adult education has also received funding cuts.

He briefly discussed that several colleges will not be offering any basic skills at all during summer school.

Lastly, Mr. Lieu stated in his email that he has no information in regards to the future for the basic skills allocation or to what might happen. He added that there hasn't been any mentioned of targeting the basic skills allocation but because of the severity of the budget, he is hardly reassuring.

DISCUSSION

1. Basic Skills Report--Norma presented her findings for the Basic Skills Assessment Survey for 2011. The survey was conducted using fall 2009 as the term students were assessed. Frank asked Norma why was fall 2009 the only year students were assessed. Norma stated that 2008 was done last year.

This survey was on students (credit & non-credit) who took the Accuplacer test during January 5, 2009 through September 5, 2009. Below are Norma's findings:

Mathematics	English Writing	Reading
Transfer level: 87	Transfer level: 614	Transfer level: 923
1 level below: 910	1 level below: 556	1 level below: 629
2 levels below: 402	2 levels below: 677	2 levels below: 541
3 levels below: 1349	3 levels below: 693	3 levels below: 458
*****	4 levels below: 530	4 levels below: 516

Frank suggested taking students who tested below transfer level as cohorts. Norma stated that these students did not take the class; they just took the test.

Norma also stated that ESL students are not tested. Once ESL students complete the ESL program, they go into the developmental track and work their way up to English 101.

Brian gave a brief presentation on Students who took English 098 for the first time in fall 2007. The presentation included the number of students who received A, B or C. The presentation also included numbers representing summaries of student performance over the entire 3 ½ academic years (fall 2007-fall 2010).

2. English 10 Accelerated Class--Frank shared a letter sent by Lynn Wright, Project Director of 3CSN, congratulating and welcoming Imperial Valley College to 3CSN's Community of Practice in Accelerated Curriculum and Pedagogy. Frank reminded the members that this is for the English 10 accelerated class, which is a 4 unit, 5 hours/week with no pre-requisites. The letter also included information on the training dates:

- **Summer Institute**, June 3-5, Miramar College, San Diego. 3CSN will cover all expenses except mileage. Robert Baukholt, Michael Heumann and David Zielinski are said to attend.
- **Fall Institute**, September 23-24. This will be covered by a grant.
- **Winter Institute**, January 27-28. This will be covered except mileage.

The exact location for the fall and winter institute is still being determined but it is expected to be in the Bay area and one in the Los Angeles area.

Frank stated that he will not be able to attend the Summer Institute but will attend the other two.

Frank stated that according to Carol Lee, English 10 will most likely be approved by the Curriculum Committee at their next meeting.

***M/S/C Eric Lehtonen/Brian McNeece motion to approve travel to summer institute
Motion carried***

3. Mike Nicholas--Success handbook proposal--Mike Nicholas of Reprographics presented his cost savings idea to the members. Before presenting his idea, Mike shared information on the cost of copies made campus wide every year:

- Five million to six million copies campus wide every year;
- 900 cases of white copy paper were ordered;
- English and Math department --largest paper users on campus

Mike also noted that there were 28 ESL sections (139 separate classes). Mike proposed to create an ESL Student Success Handbook to help offset the English department annual copying cost and save the college money. The handbook can be purchase for a minimal cost by students. The handbook will be based on the core fundamentals of the summer success institute. It will include the following:

- Combined the best information from each ESL instructors' class handouts;
- Include best information into one comprehensive handbook

The handbook can be purchase by the student at a minimal cost and can be kept. Most of the information will be useful throughout their education at IVC.

According to Mike, some advantages in creating an ESL Student Success Handbook are:

- It will ensure the teaching material used by instructors is consistent for the student;
- It can be customized for IVC students;
- Potentially replaces the need to purchase expensive textbooks; and
- It could be printed and updated as needed.

Mike's goal is to bring down the number of copies made from six million copies to one million. Mike added that this would be a saving of \$25,000-\$55,000 in one year and a saving of \$270,000 in five years. The members discussed posting the syllabus online instead of making copies for each student. If syllabuses are posted online, David suggested that instructors notify their students.

The members agreed and like Mike's proposal. Frank stated that Mike's proposal will be considered by the Basic Skills committee. Brian invited Mike to the next ESL meeting being held on June 9th to discuss the proposal.

ACTION ITEMS

1. Request for travel funds--Frank talked to the committee about Sydney Rice's request for funds to cover some of her expenses to a recent conference she attended on April 7-10, 2011. Some of the expenses include mileage, meals, registration and hotel. Frank stated that the only receipt that has been submitted is the hotel receipt in the amount of \$443.34. Brian stated that he had signed the travel request contingent upon approval of the Basic Skills committee.

Eric Lehtonen/Michael Heumann motion to approve the amount of \$443.34 to cover Sydney Rice's travel reimbursement.

Frank added that he did not bring up Sydney's travel request during the last Basic Skills meeting because he was not aware of such travel. Michael asked what the deadline is to spend the current budget. Frank responded until June 30, 2011 or everything will go back to the state.

*M/S/C Eric Lehtonen/Michael Heumann motion to amend the previous motion to increase the amount to \$900
Motion carried*

Frank will contact Sydney to notify about the amount.

ADJOURNMENT

The meeting was adjourned at 2:44 p.m.