



**BASIC SKILLS INITIATIVE COMMITTEE
MINUTES
Wednesday, September 25, 2013, 1:30 p.m.
Room 1704**

Present	Frank Rapp	Jill Nelipovich	
	Nancy Lay	David Zielinski	
	Betsy Riehle	Russell Lavery	
Not Present	Norma Nunez	Ed Wells	
	Leticia Pastrana	James Patterson	
	Ed Scheuerell	Caroline Bennett	
Visitors			
Recorder	Martha Navarro		

I. Opening of the Meeting

A. Call to order

Frank Rapp called the meeting of the Imperial Valley College Basic Skills Committee to order at 1:35 p.m. on Wednesday, September 25, 2013.

B. Approval of Minutes of 28 August 2013

Approval of minutes postponed due to lack of quorum

Action Item

1. Basic Skills Committee Composition

Action item postponed due to lack of quorum.

Information Items

1. Basic Skills Co-Coordinator's letter to IVC Board Members-

- Frank Rapp shared a letter he sent to the Board in regards to the changes in compensation for the Basic Skills Initiative Coordinator from six units of release time to a stipend. Frank explains in his letter that the Coordinator needs time for the following and more:
 - To research methods for improving basic skills instruction;
 - To gather and assess data on basic skills students here at IVC;
 - To increase awareness of the Basic Skills Initiative with all who work at IVC; and
 - To oversee the Basic Skills Committee.

- Frank states in his letter that time is essential to do the job required of the Basic Skills Coordinator well, therefore, he is asking the Board to encourage those involved in negotiations to reverse this decision when negotiations are reopened.

2. Future Agenda Requests

- Jill Nelipovich will send agenda request to all faculty. Jill stated that she will be creating a blackboard account for Basic Skills to post items. She will issue blackboard access to everyone by the end of this week.

3. *Basic Skills Data-Math*

- Jill stated that she is working with Matthew Thale on how to correlate students who attend the math lab with success rates. She will show the actual data in the next Basic Skills meeting scheduled in October.
- David suggested correlating reading and writing data.

Discussion Items

1. *POST/CTE*

Not present to discuss

2. *Basic Skills Data-English*

- Jill will talk to Terry Norris and Norma Gonzalez, who work at the reading/writing lab, to get some of the data. Frank suggested gathering data for English 008, 009, 10, 18, and ESL courses. David explained that English 008 and 009 are parallel to English 010. He added that students who take English 008 or 009 do not need to take English 010. Jill stated that she will have English data by the next Basic Skills meeting.
- Frank suggested using the data to compare success and retention.
- Jill stated that more students are turned away from the math lab for lack of tutors. The committee agreed that there are not enough math and English tutors.
- The committee discussed the possibility of adding another math lab with computers. Jill stated that the cost to add computers would be at least \$50,000 per classroom.
- Russell addressed the issue of room availability and technology support
- David suggested requesting funds from the lottery budget.

3. *Online Tutoring Program*

- Another possibility the members discussed is the purchase of an online tutoring program. This program allows students to have access to online tutoring services 24 hours, 7 days a week. The number of tutors supplied, depend on the number of students the college has enrolled. Below are some of the first year expenses for FY14:
 - \$1000 one-time set up fee;
 - \$3000 annual membership fee; and
 - Tutor wages (the institution sets the wage and pays the tutor)
- Frank stated that this would be a good way to use basic skills funds instead of the monies going back to the state.
- Some of the members had concerns about the program, for instance, the midnight shift and institution requirements to offer online tutoring. David suggested using data to justify the need for tutors. Frank will report the information to Academic Senate Executive Council.

4. Other

- The members discussed some ideas to assist students in taking the Accuplacer test for accurate placement. Some ideas discussed were the purchase of a program that offers pre-testing for the Accuplacer, in house placement, and having the student write an essay in addition to taking the Accuplacer test.

The meeting was adjourned at 2:35 p.m.