

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting Minutes
Wednesday, March 26, 2014 1:30 p.m.
Room 1704

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 ✓	Guests
Jill Nelipovich ✓	Brian McNeece ✓
Betsy Riehle ✓	Terry Norris ✓
Caroline Bennett ✓	Josue Verduzco
David Zielinski	Frank Hoppe
Ed Scheuerell ✓	
Ed Wells	
James Patterson	
Leticia Pastrana ✓	
Nancy Lay ✓	
Norma Nunez ✓	
Russell Lavery ✓	

Recorder: Dixie Krimm

- A. Call to Order—Jill Nelipovich, Basic Skills Coordinator.

Jill Nelipovich called the meeting of the Imperial Valley College Basic Skills Committee to order at 1:36p.m.

- B. Review and Approval of Minutes, February 26, 2014

M/S/C Norma Nunez/Caroline Bennett to approve the minutes of February 26, 2014, as presented.

- C. Reports

1. Cmc3 Workshop – BSILI – Leadership for Curricular and Institutional Transformation

Jill reported that she, Brian and Sydney sent a proposal to BSILI to assist with the modification of programs using logic modeling, data inquiry groups, making evidence-based decisions, and creating a researched based community of practice. This would be a year-long commitment with training beginning in June for one week to build a model. If granted it would be mostly paid for through BSILI. We will know soon if the proposal is accepted.

Brian mentioned that Michael Heumann has information on the California Accelerated Project – Community of Practice in Acceleration summit that will be held soon. It would be worthwhile to send someone. He will forward the information to Jill.

D. Update on Previous Discussion Items

1. Basic Skills Committee Composition

Jill opened the discussion by asking about the committee composition and who the members should be for possible revision to the current composition.

Betsy mentioned that there was a list of positions at one time.

Jill will check the bylaws, BSI poppy copy, and past meeting minutes to see if there is any procedure in place. The reason for this discussion was that Jill had received a suggestion to include Deans as voting members to the composition.

Discussion ensued regarding how some of the current members became part of the composition. The committee agreed that members should be designated by title; Jill will bring research results to the next meeting.

E. New Discussion

1. BSI Funding Application Academic Year 14-15

Jill will be sending out a request for proposals for 2014-15. Norma Nunez asked how CTE would be included. Jill explained that on occasion an instructor may ask for assistance to help students pass tests. The request for proposals was previously sent via email to “allusers” so Jill will again send it out “all users” and have the proposals due on April 18th, 2014. Review and approval of the proposals will take place at the April 30th, 2014 meeting. The funding limit will not be stated, it will be considered “pending funding” as the advanced apportionment has not been officially announced for 2014-15.

Jill presented a suggestion that she received of holding a boot camp for students to assist them in taking the assessment tests, or for retaking them. Norma Nunez stated that they are currently giving a diagnostics test to ROP students to help determine the specific areas that students need help with. She suggested using this diagnostics test for students prior to attending a boot camp so that the focus could then be placed on the areas needed by the student and then the student would be able to retake the placement tests.

Jill mentioned that Basic Skills funds could be used to help fund the cost of retaking the assessment tests. Norma explained that the cost of the Accuplacer was approximately \$6 per student and the diagnostics tests cost \$2 per unit of focus.

F. Action Items

1. Travel Request for upcoming conferences:

a. Basic Skills Non-Credit to Credit Awareness Building – April 25, 2014

This conference focuses on bridging the gap between noncredit to credit.

b. Links 9 – Beyond the Classroom – May 9, 2014

Participants will learn how academic support services, like library services, peer-assisted learning programs, and noncredit classes bolster credit classroom learning.

Jill will forward the information to anyone interested in going to the conferences.

M/S/C Norma Nunez/Caroline Bennett to approve funding for persons interested in attending either the Basic Skills Non-Credit Awareness or the Links 9 – Beyond the Classroom Conferences, for travel expenses and registration not to exceed \$500 per individual. The motion carried.

G. Other

H. Next Meeting: April 30, 2014

I. Adjournment

The meeting was adjourned at 2:16pm