

IMPERIAL VALLEY COLLEGE
Basic Skills Committee Meeting
Monday, March 30, 2015 1:30 p.m.
Room 2727

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
Allyn Leon ✓	Ed Scheuerell, ESL Faculty
Caroline Bennett ✓	Zhong Hu, Math Faculty
David Zielinski	
Gordon Bailey ✓	
Jill Nelipovich ✓	
Kathleen Dorantes ✓	
Mardjan Shokoufi ✓	
Nancy Lay ✓	
Norma Nuñez	
Russell Lavery	
Sydney Rice ✓	
Terry Norris ✓	

Recorder: Martha Navarro

A. Call to Order - Jill Nelipovich

Jill Nelipovich called the special meeting of the Imperial Valley College Basic Skills Committee to order at 1:34 p.m. on Monday, March 30, 2015.

B. Review and Approval of Minutes, March 02, 2015

M/S/C Mardjan Shokoufi / Allen Leon to approve the minutes of March 02, 2015 as presented.

C. Reports

1. Tutoring Expo – (Bennett)

- Caroline shared information on the second annual tutoring expo held at Pearson College. The main focus of the expo was tutor training and how can it improve.
- One idea Caroline discussed and liked was how Coastline College oversaw their tutors. They coordinate about fifty tutors through an online project management system. Through this system, tutors also post messages, share ideas and resources. She added that this could be a good idea to have in the future.
- Another idea Caroline shared was how Coastline College post on their course schedule if a class will have an embedded tutor.

2. Math Lab Tutorial Specialist Academic Year 2015-16- (Nelipovich)

- Caroline will be transferred to the Math department starting AY 2015-2016. Jill stated that Tina Aguirre had said that the Math Lab Tutorial Specialist position would be replaced. Jill added that this position is contingent upon Basic Skills funds.

- The members briefly discussed the hiring process, pay, experience and education of the Math Lab tutors. Jill suggested rewriting the job description and classification to a one-year interim position with a Bachelor's degree in Math.
- Before hiring a new Math Lab Tutorial Specialist, Mardjan suggested having the Math department look at the current job description and if necessary, make some modifications.
- Mardjan prefers hiring tutors with a Master's degree in Math. Although she does not agree with changing the job description, she will consider hiring applicants with only a bachelor's degree.
- Other suggestions were hiring part-time Math instructors and/or hire the current Math Lab Instructional Specialist as an interim for one year.
- The members discussed the hiring process of IVC tutors. The members disagree on some of the requirements, for example, requiring a Bachelor's degree. Jill will set a meeting with Dr. Nick to discuss this and invited members to attend.

3. Title V Grant (Nelipovich)

- Jill shared information on a recent Title V meeting. She stated that the main purpose of the grant is to restructure the tutoring center to a one-stop shop. The grant application is due May 19, 2015. Student equity funds will be used to hire a grant writer to work on the title V grant. They would like to hire the same grant writer that put together the Atlas Grant. The grant is for \$500,000 a year for five years. Jill stated that she would forward the power point presentation that was presented at the Title V meeting.
- Ed asked how ESL will be incorporated into the Title V grant. Ed added that it needs to be part of the restructure, since there's been discussion on Reading Apprenticeship and how language acquisition is a cornerstone to the SLO process. Jill stated that they are just starting but they still need to meet with ESL faculty.

D. Update on Previous Discussion Items

E. New Discussion

F. Action Items

1. Review Workshop Mathematics (Shokoufi)

- Mardjan presented her request to fund a Test Review workshop in April.
- The workshops are for specific classes and will be offered one or two days prior to an exam. A senior tutor in the Math Lab will be reviewing the material being covered on the test and have study sessions. The goal is to improve the success rate of students in the courses. Students will have more in depth understanding of the concepts and will have a better preparation for subsequent classes.
- The amount requested is \$155.16 to cover April's workshop (14 hours @ \$11.0825 per hour). This amount includes worker's compensation.
- Some members had concerns about this workshop affecting tutor's availability. Mardjan stated that these hours are in addition to the tutor's current working hours.

M/S/C Allen Leon/Kathleen to approve funding a test review math workshop in April for specific classes in the amount of \$155.16.

M/S/C Sydney Rice/Ed Scheuerell to amend the previous motion to fund the workshop until the end of the school year in an amount no more than \$1000.

2. Aplia (Cengage) – English Program (Dorantes)

- Kathleen would like to request BS funds to purchase the Aplia software program but she needs to postpone her request until the next Basic Skills meeting. She is waiting on cost information from the Publisher.

3. Reading and Writing Pods (Dorantes)

- Kathleen briefly stated that this is a resurrection of the past program but will be restructured. She requested more time to work on the re-structure of the program so she can present to the committee at the next Basic Skills meeting.
- Jill informed Kathleen that she still has time to submit both requests. Both action items were tabled.

G. Other

- Jill stated that no monies have been taken away from the 2013-2014 Basic Skills budget. There are \$20,000 that remain and need to be spent by June 30, 2015.
- Jill stated that initially, \$171,000 was allocated for the 2014-2015 academic year, but it was increased to \$196,000, which has not been used. The \$196,000 must be spent by June 30, 2016.
- Sydney discussed purchasing 64 licenses for an online program on language acquisition. It would be for one year. She added that it includes CTE components; therefore, CTE students will be able to use and benefit. It does speaking, listening, reading, writing. Jill asked Sydney to put together a proposal to present at the next Basic Skills meeting.

H. Next Meeting: April 27, 2015

I. Adjournment

M/S/C Kathleen Dorantes / Caroline Bennett to adjourn the Basic Skills Committee meeting at 2:25 p.m.