

## 231 Committee Meeting Minutes

4/29/16 2:00 – 5:00 P.M.

*Members Present: Corinne Layton, Gretchen Bitterlin, Barbara Pongsrikul, Ann Marie Holzknacht, Carolyn McGavock, Lydia Hammett, Jim Brice, Cindy Wislofsky, Jan Forstrom, Mechelle Perrott, Stephanie Thomas, Mary LeDuc.*

1. Campus Needs/Updates: There were no reported campus needs.
2. Retreat – The annual 231 Committee Retreat will be held on May 26 at Mission Trails from 9:00 a.m. to 5:00 p.m. Corinne passed around a sign-up sheet to bring breakfast items to the retreat.
3. 231 Back-to-school Meeting: The Committee set August 24 as the date for the annual 231 Committee back-to-school meeting. The meeting will be from 10:00 a.m. to 3:30 p.m. Jan volunteered to provide lunch.
4. Accreditation Update – Requests for Evidence: Some of the Work Groups have requested committee minutes for evidence. We recommended providing one sample of minutes for each of our ESL committees.
5. Dialogue Newsletter – Stephanie has agreed to be in charge of this semester's Newsletter. We discussed changing the format to be similar to some of the other on-line Newsletter formats. The focus of this newsletter will be student success.
6. Tech Plan and Results - Gretchen passed out our Technology and Distance Learning Plan that was submitted to the California Department of Education. Cindy reported about the ESL Technology Plan to increase the number of faculty using class websites. She provided the following data:
  - Our Tech Plan goal was to have 20% of our ESL faculty using a class website.
  - A survey was done in the fall semester of 2015. At that time 20 faculty indicated that they were using class websites.
  - As of Spring Semester 2016, 21 additional faculty members have created class websites.
  - Six more instructors are currently working on creating their websites with mentoring by Cindy and Maria Allan.
  - 47 faculty members (about 28%) may be using class websites by the end of the school year which would surpass our goal. The trainings (one-to-one, small group) and workshops have really been successful.
  - Faculty members are using Weebly, Google Sites, Quia, Facebook, Wix and Edmodo for their websites.

- As part of our Tech Plan, we will need to survey the teachers using class websites as well as the students in their classes. Cindy is developing an online end-of-semester teacher survey and an in-class student survey (show of hands type) that will be administered later in May.
- 7. Instructional Assistants – There will be a meeting in Room 313 for Instructional Assistants related to the next agenda item of CASAS e-testing.
- 8. CASAS e-testing in the fall – Gretchen discussed a meeting that took place with Pat Richter and Susan Yamate to discuss implementation of CASAS e-testing in the fall. Gretchen went over a hand-out called “Proposed CASAS Testing Changes for Next Year”. E-testing will begin the week of September 12-16. There will be Testing Coordinators (who could be APC’s) at each campus. We are looking into using chrome books for testing that could move from class to class if we don’t want to tie up the computer labs for testing. All data will be web-based so students will not need to fill out an Entry Record. The only paperwork will be the Update Form. Literacy students will be able to test using touchscreen on Tests 27 and 28. We will need to develop a plan for training the aides to be certified as proctors of e-testing. Training will take place in ESL Computer Lab 313 at Mid-City. Teachers should also receive training to become certified as proctors.
- 9. CE Strategic Plan Evaluation 2015-16 from District Instructional Services: Corinne passed out a copy of the District CE Strategic Plan Evaluation for committee input. She will make the changes that were suggested.
- 10. End of semester course/program completion – communication to faculty: Stephanie Thomas shared an infographic that she developed to supplement Corinne’s upcoming e-mail to remind faculty about the importance of meeting deadlines for submitting the preliminary and final course/program completion spreadsheets. The Committee really liked the format of the Infographic. Corinne will work with Stephanie to make a few revisions prior to sending out the e-mail.
- 11. Revised certificates of completion – we are submitting a request for revised certificates of completion. There will be course completion certificates for each level of instruction and program completion certificates for levels 3, 5 & 7.
- 12. Book Orders/Supplies – Mary Le Duc said that classroom book and supply orders need to be submitted by May 13. Mary also mentioned that ancillary pay non-classroom hours for the fall (e.g. CASAS and EL Civics) need to be submitted by July 1.

### *Dean’s Report*

- 13. Contract IA Summer Schedule – it was decided that the APC’s would survey their contract IA’s to see if they would be able to work in August and take their vacation in July. They had previously been told that their vacation would be in

August. The reason for the change is that we do the majority of our pre-registration in August and it would be very beneficial to have contract IA's present. The APC's should e-mail Corinne by Wednesday, May 5 to let her know their contract IA's availability for August. We've been told that all campuses must use the same vacation schedule for their contract IA's.

14. August Placement Office Hours – The campuses plan to open their Placement Office the week of August 22.
15. Summer Schedule Update – Most of the assignments have been filled. We will be running the regular classes in June and July and a smaller sampling of special topics classes in August.
16. WIOA Application Update (2017-18 funding) – Barbara reported that Kelly Henwood has been hired as the Special Projects Manager. She will be reporting to the V.P. of Administration and will be managing CE's grants. The MOU for the Workforce Development Grant will be due soon. SDCE would like to incorporate more classes using the IBEST Model.
17. AEBG Funding – Dean Lorie Howell and faculty member Rachel Rose are SDCE's representatives on the AEBG Committee. SDCE will be receiving 2.6 million dollars for (2016-17) and 5.2 million dollars for two years. The various CE programs are submitting proposals for funding.
18. Evaluations – All ESL faculty will be evaluated by the end of the fall semester. Barbara has begun by evaluating contract faculty. Peer evaluators have also been identified for the spring evaluations. There may be a new form for evaluation of adjunct faculty.
19. Fall Schedule – This will be a retreat topic.
20. Synchronous Online Fall Pilot – This will be a retreat topic.

### *Updates*

21. Citizenship – Mechelle reported that 32 people attended the spring Citizenship meeting, including many of our new volunteers from the Midway. 14 volunteers from the Midway have cleared, and 6 more applications are in process. Carol Kelsall has been teaching the on-line Citizenship hybrid. Evaluations need to be developed for this class.
22. EL Civics – Jan passed out a hand-out with the EL Civics Report. She mentioned that Stephanie has finished developing a prototype training video. Jan and Stephanie will be attending the CASAS Summer Institute and presenting their workshop "EL Civics for a New Age." (Jan also provided a brief update about the status of the revisions to the Course Outlines. She reports that the Level 5 Course Outline is almost finished.)
24. Technology – Cindy reported under item 6.

### *Committee Reports*

25. ESL Learner Persistence – Student Guide/Site pages: The Committee is revising the Student Guide and Site pages. Corinne passed out the site page and asked the APC's to update the campus information for their site page insert. Corinne also mentioned that the Committee is thinking about presenting a Community Partners' Event at fall flex.
26. Textbook Committee – The next Textbook Committee will be held on May 12 at Mid-City. The Committee will be finalizing the Textbook Review Form. Some classes at each campus will be piloting the new Stand Out series this summer.
27. Teachers Using Technology (TUT) – Jim announced that the next TUT meeting will be on May 9 at CE Mesa. There will be a presentation on making Google Forms and using Flubaroo as well as a demonstration of recommended websites.
28. VESL Committee – Carolyn reported that there was a representative from the Niles Sisters at the last meeting who spoke about a twenty-two day C.N.A. Training. We may want to refer some of our students to this training. Carolyn also mentioned that Steve Gwynne gave a nice presentation about his sabbatical project. The Committee is also working on a video testimonial for the VESL Program.

*Minutes submitted by:*

*Corinne Layton, ESL Program Chair*