

231 Committee Meeting Minutes: 9/22/14

1. Screened adjunct faculty application for minimum qualifications
2. Passed out completed rating form to chairs of the most recent demonstration lesson
3. Passed out campus schedules and instructor phone lists to chairs and resource instructors
4. Passed out an updated list of Program Chair/231 Chair duties that added duties specific to Citizenship
5. Dean Report (Gretchen)
 - A. Latest Enrollment Report (Data through 9/20)
 - ACS = 24.79
 - Added a number of new classes this semester
 - Some of the new classes are very low, but may still grow
 - 4 adjunct instructors have been recently offered 60% assignments; we may want to offer them 15-hour slots in the spring which could affect scheduling
 - *We were instructed to think about whether we should be offering some of the new classes in the spring if the numbers continue to be low*
 - B. Sub Lists
 - Gretchen stressed making sure that the person who makes phone calls for subbing at each campus have an updated list of available instructors
 - *Corinne will collect lists from APC's to send to the person in charge of making phone calls for subs at each campus*
 - C. Orientation
 - Gretchen stressed the importance of getting students into classes as soon as possible; they shouldn't have to wait because they are on a waiting list to go to an orientation class
 - We discussed this topic in greater detail as part of the update on this year's prioritized goals (later in agenda)
 - D. Workforce Investment Act 2016
 - Legislation will require more workforce preparation as part of our ESL instruction and will affect our funding
 - E. Personal Caregiver Evening Class
 - Gretchen may visit campuses to recruit students for the Personal Caregiver Class that will be starting in October

6. IELM Funds (Instructional Equipment and Library Materials)
 - We are applying for these funds to replace computers in several of the labs that have computers with expired warranties
 - The three labs in the order of priority are at ECC, Mid-City and Miramar

7. Citizenship Report (Mechelle)
 - A. September 17 – USCIS Oath Ceremony
 - 25 students became citizens at the ceremony that took place in the Mid-City lobby
 - Previously naturalized CE students and CE staff were also invited; a laminated bookmark with their names on it was given out at the ceremony
 - Current and previous Citizenship instructors were also invited
 - Student testimonials were given by two previous CE students
 - Keynote speech was given by Boston Marathon Winner and Olympic athlete Meb Keflezighi
 - There will be a permanent display in the lobby (as part of the 100-year celebration) with the names of our naturalized CE students/staff on a plaque
 - Another Oath Ceremony will take place on November 16 at ECC
 - B. Flyer: “Registered to Vote?”
 - Mechelle showed a flyer from the Secretary of State’s Office reminding people to vote. On the flyer it gives the website www.sos.ca.gov. Mechelle has been providing input on making the website more user friendly for our ESL students.

8. Campus Reports/Updates by APC’s
 - A. ECC (Carolyn)
 - Waiting lists in the morning at levels 4 – 7; there are no extra rooms available in the morning to accommodate waiting lists
 - Waiting list for level 2 in the evening
 - Low numbers in some of the evening classes
 - Opened a new 2-hour special subject class in the afternoon for levels 3-4
 - IT Tech Tim Saylar has been trying out the new web version of Burlington English
 - B. Mid-City (Lydia and Steve)
 - Waiting list in one class at each of levels 3-6 in the morning
 - Waiting list in level one in the afternoon

- Opened a new level 3/4 class in the evening to accommodate a long waiting list
 - Waiting list for one of the level 5 classes in the evening
- C. CE Mesa (Jim)
- Waiting lists in all levels in the morning and evening; long lists for morning levels 1 & 2
 - Opened a Saturday special topics class
 - The 4:45 Conversation and 4:45 ESL Computer Lab are both open
- D. Miramar (Laurel)
- Waiting lists in morning, afternoon, evening
 - The 5 afternoon conversation classes are all doing very well
 - The English for Careers Class has space available
 - The 2-evening a week Citizenship Class has space available
- E. West City (Gretchen)
- The 3 morning classes are full
 - The core classes meet M-Th (3 in the morning, 1 in the evening)
 - Opened two conversation classes on Friday morning (Levels 1-3, 4-7)
- F. Centre City/Chavez (Richard)
- Waiting list in morning level 5 class at Centre City
 - The instructor in the ESL Computer Lab is offering help to students who need assistance with their core class writing assignments; there is space available in lab
 - Classes are open at Chavez
9. Instructional aide duties
- Discussion on whether there is a difference in duties for contract vs. hourly aides
 - Duties for aides vary by campus depending on number of aides
 - At smaller campuses contract and hourly aides may be performing very similar functions
 - Gretchen suggested that the only duty that should be identified as specifically a contract aide duty is the Placement Report
10. CASAS Testing
- *Remind instructors to put the Teacher Experience form in the Entry Folder*
 - *Let instructors know that the forms giving authorization to contact students should be submitted in a separate folder*
11. Online staff development survey early results (Cindy/Corinne)
- Cindy prepared some charts with the early results of the survey
 - As of September 18, 53 people had completed the survey
 - Deadline for completion of the survey is 9/26

- Corinne highlighted some of the key results
- Strong interest in developing a class website
- Interest in training on record-keeping strategies for course and program completion and using computer to support ESL instruction
- OTAN face to face training: interest in PowerPoint: Cindy suggested offering both beginning and advanced Power Point trainings on the same day
- ESL Teacher Training Videos – “Helping students organize their binders” and “Using assessment folders to document progress” have had the most viewers.
- Corinne will send names of instructors who have expressed an interest in joining ESL Committees to the chairs of those committees.
- Informal Mentoring/ Mentoring Academy – greater interest in an informal mentoring process; however, some interest in Mentoring Academy
- *Corinne and Cindy will share the final results of the survey (including the other topics suggested for staff development) at the next meeting*

12. Update/Discussion of This Year’s Goals:

A. Blended/hybrid classes (information from BIT Dean Michele Fischthal)

- Blended/hybrid classes have two CRN#’s: one for in-class instruction and one for on-line instruction
- Teaching hours in classroom/teaching hours online are identified (e.g. 15 teaching hours in classroom/10 teaching hours online)
- A census of the number of active students in the on-line class is done twice a semester
- Carol Kelsall is very interested in teaching a hybrid Citizenship Class
- We also talked about doing a pilot in Steve’s evening VESL Class since Project Success is designed to be taught as a blended/hybrid class
- *Gretchen will further investigate the possibility of offering these blended classes*

B. Orientation classes

- Would like to offer Orientation at Miramar once students are enrolled in a class
- Linda Kozin has been given non-classroom time to conduct orientation
- Linda is planning to visit Mary Beuparlant’s Orientation Class at ECC
- *Corinne would like to meet with Linda and Laurel regarding the content of the orientation and orientation tools available*

C. Course outlines/ issues related to course completion (Jan)

- Jan reported on the first meeting (September 8) of the group of teachers that are working on a prototype for a course outline for ESL Level 5 (Jan Forstrom, Ann McCrory, Jim Brice, Corinne Layton)
- Gave background information on the development of our course outlines in 1992 and the revisions in 2007
- Since the last revisions, level completion has become a requirement
- Changes to outlines could address CCR's
- *Jan, Ann, Jim and Corinne will be meeting again on October 2 to review the Course Outline objectives*
- *Other instructors will also be given the opportunity to give input on the revisions*

D. Childcare resources (Laurel) – postponed until next meeting

13. EL Civics report (Jan)

Due to lack of time, Jan gave Corinne a short written report to share:

- 111 classes will do EL Civics this semester (approximately same number as last semester)
- Stephanie Thomas and Cindy Wislofsky have posted the revised/updated curriculum for all fall semester objectives except #49 in Public Folders (including 16 student guides and 32 teacher guides); #49 will be added soon
- Aldamay Rudisuhli is joining examiner team to help cover North City evening assessments

14. Committee announcements

- A. Dates of committee meetings were listed on the agenda
- B. We did not have time for individual committee announcements

15. Emergency book fundraiser – discussion postponed until next meeting due to lack of time

Notes submitted by Corinne Layton, ESL Program Chair