

231 Committee Meeting Minutes: 9/24/15

Members Present: Corinne Layton, Gretchen Bitterlin, Carolyn McGavock, Mary LeDuc, Stephanie Thomas, Jan Forstrom, Jim Brice, Lydia Hammett, Ann Marie Holz knecht, Cindy Wislofsky.

1. Dean's Report – Barbara was unable to attend today, but Mary LeDuc gave us a short update on the Budget and IELM Funds:
 - Budget: We've already spent \$45,000 on books with \$580 left in the budget for books.
 - IELM: October 1 is the deadline to submit requests for IELM funds. The question came up if we can use IELM funds for books since our budget for books is almost used up.

2. IELM: Cindy passed out a list of possible items for IELM funds.
 - The Committee agreed about the items on the list and suggested a few other items such as budgeting for 5 more seats for Burlington English for January 2016 and purchasing newest edition of OPDi software for the labs.
 - The Committee thought it would be a good idea to purchase 10 more Nexus Tablets for the Burlington English Class at Mid-City.
 - Emma Nazzaro would like to purchase realia for her new VESL for Health Care Class at Miramar.
 - Jim Brice suggested buying some kind of school/class license for Spelling City.
 - The question came up about the Orchard Software (formerly called Diascriptive Reading). Cindy said that the software was supposed to have been delivered for Mid-City and CE Mesa.

Action Item: Check to see what version of the OPDi is in the labs at all campuses. Order software for the second edition for all the labs. (APC's)

Action Item: Check to see why the Orchard software that was supposedly delivered for the Mid-City and CE Mesa labs hasn't been installed. (Cindy)

Action Item: Send your IELM Fund requests to Barbara prior to October 1.

Action Item: Cindy will look into details about purchasing a license for Spelling City.

3. Placement Reports:

- Last year's placement data indicated that there were 59% new students and 41% returning students who went through placement offices. The ratio of new and returning students varies widely by campus.
- Gretchen discussed the reporting of placement of new and returning students. The numbers should reflect the number of students that were placed in classes through the Placement Office. She has already sent out an e-mail to our placement aides to make sure we are collecting data consistently at all the campuses.
- We discussed collecting data for students enrolling in Saturday classes if staff was available to collect the data.
- Gretchen suggested writing a "T" in the placement binder next to the names of students who have been transferred to a different class than the original placement.

Action Item: Gretchen will send out an e-mail with additional instructions for collecting data for Placement.

4. Placement Aide Distribution

- Gretchen passed out a table with ESL Placement Data by campus that showed total number of placements, % of placements compared to total program and total hours per week of placement aides.
- We need to make sure that we are collecting data in the same way at each campus.
- We may need to look at the data to help decide at which campus the new contract aide positions should be located.
- The Board was asked to vote on 3 temporary backfills for placement aides (2 at Miramar, 1 at CE Mesa).

Action Item: Gretchen will look into finding backfills for both campuses above if Board has given approval.

5. Classroom Protocol

- A discussion took place regarding the role of the APC in dealing with issues such as extended breaks, late arrival and early departure.
- We felt that these issues would be more appropriately dealt with by the Dean.

- However, the APC's could talk to the instructor to find out what might be contributing to the problem, offer support, and emphasize how this is impacting students who make an effort to come to class on time.

6. Travel Requests

- District is using a new system – People Soft and new procedures for completing travel requests.
- Faculty needs to be trained in order to use the new procedure for completing a travel request. Mary LeDuc and Karen Pinnell have agreed to train Cindy and Lydia on Monday, September 28 at Mid-City in Lydia's office.
- Instructions need to be sent out to faculty, especially since many teachers may want to attend the state CATESOL Conference.

7. Dialogue Newsletter

- Stephanie will be assuming Steve's role as the publisher of the next edition of Dialogue while Steve is on sabbatical.
- Committee talked about changing the Dialogue to make it less lengthy and overwhelming to faculty.
- We talked about limiting campus reports to one page.
- We talked about just showing the beginning of the story as a "hook" to interest the reader and then the reader could click to "read more" if they wanted to read the full article.
- We will try to get the next edition of Dialogue out before the Thanksgiving Break.
- The next Dialogue will include data from the previous school year, campus updates and any committee information.

Action Item: Articles should be submitted to Stephanie and Corinne by October 16.

Action Item: Stephanie will let us know what font she would like us to use for our articles.

8. EL Civics Update

- Stephanie passed out a written update for EL Civics.

9. Citizenship Update

- Mechelle is attending a meeting with Legal Aid at USCIS today.

- Tomorrow afternoon is the fall Citizenship meeting at Mid-City.

10. Bachman Jennings Book Fundraiser

- Fundraiser will take place on October 24 from 4-8 p.m. at Laurel Slater's home. The Textbook Committee Meeting on October 1 will focus on organizing the fundraiser and setting goals for the year ahead.

11. Faculty willing to be CE Facebook posters about campus ESL.

- Ranessa has been talking to Cindy and Barbara about identifying faculty who would like to post information about ESL on CE Facebook.
- Gretchen already has the ability to post, but has not done so yet.

Action Item: Anyone interested in being a Facebook poster should let Cindy know.

Action Item: At the next meeting we will discuss what type of information we want to post on Facebook.

12. Staff Development Survey: preliminary results

- Cindy passed out the preliminary results of the survey.
- The survey is scheduled to end tomorrow, but we could extend the deadline if needed.
- 50 people have completed the survey.

Action Item: We will discuss the results of the survey at the next meeting.

13. Accreditation Update

- Corinne gave a brief update about the home group task that was conducted at the Program meetings on Convocation Day.
- The faculty was very engaged in the activity and provided a lot of good feedback.
- The various programs have submitted their feedback on the areas of curriculum, instructional program, use of assessment and student services.
- The feedback was given to the Focus Group Coordinators at the Steering Committee meeting on September 17.

14. Dual School Skype Project: Sweetwater Adult

- Anna Armendariz who used to teach for SDCE now teaches for Sweetwater Adult and contacted Cindy about starting a dual Skype Project.
- She would like to do this with her afternoon Advanced Level Conversation Class and a class at CE.
- The Committee agreed that this would be a great project and demonstrate collaboration with another school in the county.

Action Item: The details of this collaboration need to be worked out. Cindy will find out exactly what time Anna's class meets. We need to identify a CE class to participate in the project. One possible class that was suggested is the Burlington English afternoon class at Mid-City depending on when Anna's class meets.

15. Roundtable

16. Proposed 231 Committee Meeting Dates

- Corinne passed out a list of proposed 231 Committee Meeting dates for the year with a few dates that needed discussion.

Action Item: Corinne will send out the list of dates electronically.