

231 Committee Meeting Minutes: 4/10/15

Members Present: Corinne Layton, Gretchen Bitterlin, Ann Marie Holzknecht, Carolyn McGavock, Lydia Hammett, Steve Gwynne, Jim Brice, Laurel Slater, Mechelle Perrott, Jan Forstrom, Cindy Wislofsky, Dean Barbara Pongsrikul, Admin Tech Mary Le Duc.

1. Dean's Report - Barbara

- Centre City – There will be a number of changes to the Centre City schedule for the remainder of the spring semester including adding time on to a number of existing classes and opening some new classes. Ann Marie passed out a list of the new classes which include several Friday evening classes starting on April 17, an ESL Computer Lab starting on April 13, a Grammar class starting April 14 and a Beginning Pronunciation/Conversation class starting on April 20. The Friday evening Citizenship classes at Chavez will move to Centre City. Holly Leahy is preparing a flyer to help advertise the new classes.
Action Item: Ann Marie will send Corinne the flyer once it is ready, so that it can be advertised at all of the campuses.
- Budget - Mary Le Duc will be working on the tentative budget for next year from April 24 to May 4. She asked that we send her any requests for ancillary funding, e.g. for curriculum writing, as soon as possible.
- Completion Certificates – Dean Barbara, Office Manager Karen King and Admin Tech Mary Le Duc met to discuss changing the procedure we have been using for submitting requests for Completion Certificates. The V.P.'s office needs to receive the requests in a timely manner so that the results can be reported to the state. Mary will be coordinating the Certificates of Completion for spring semester. The requests for completed certificates will need to be submitted by May 15 in order for students to receive the certificates prior to the end of the semester. Certificates for students who complete after that date will be made at the end of the semester. Staff members will be trained on using mail merge to make the certificates.

Action Item: An e-mail will be sent out to inform instructors about the changes to the system we are using for submitting requests for Completion Certificates.

2. Citizenship Report - Mechelle

- Mechelle reported attending the USCIS/CBO meeting on April 11.
- She mentioned how important it is for our students to be given legal advice from the right people related to President Obama's executive order.
- Teachers should not be giving out legal advice.
- She also mentioned the importance of reporting any scams targeting our students.
- Mechelle handed out a brochure titled "The Wrong Help Can Hurt." The brochure includes information on avoiding scams and checking to make sure that attorneys are

BIA-accredited representatives. Here is a link that gives information about avoiding scams: <http://www.uscis.gov/avoid-scams/educational-tools>

3. Technology Report – Cindy

- There was no update from IT regarding Orchard software. We are still awaiting Tim's recommendation regarding the need to purchase one or more computers to support the program. The software quote from early last fall was approximately \$356 per level/per campus. There are two levels. Mid-City and Centre City expressed interest in ordering the software for their campuses. Other campuses might be interested contingent on whether or not we need to purchase a separate computer for each campus to manage the program.
- Cindy shared a recent e-mail from Amy G. about Burlington English headsets. The option to have students use their own headsets with microphones is available now. Since there is no real benefit to the ESL Careers Classes that are using Burlington English, consensus seemed to lean toward not promoting this option to our students.

4. Campus Updates – APC's

- Corinne passed out Laurel's update for North City Miramar. Laurel talked about orientation that Linda Kozin is providing to new students on the Friday before they enter the class. The students watch the orientation video on individual computers, receive a hand-out of the Power Point Orientation slides and a folder of orientation materials that the aides and Linda have put together. Linda mentioned that she is looking forward to the new Orientation Power Point that the ESL Learner Persistence Committee is developing.
- Jim mentioned that Melody Paris is conducting an Orientation class for new students on Friday for students in levels 4-7. 11 students attended this Friday's orientation.
- Gretchen said that instructor Janet Foster, who is a member of the ESL Learner Persistence Committee, has just agreed to conduct orientation at the West City Campus. Since the Learner Persistence Committee develops orientation materials, Janet is a good match for this assignment.
- Corinne reminded the APC's to send their campus updates to her by the Wednesday before each 231 Committee meeting.

Action Item:

Gretchen will be meeting with Janet to train her on conducting Orientation at West City, and Corinne expressed an interest in visiting the Orientation classes.

5. Barbara Raifsnider Celebration of Life – Corinne

- Corinne has been in touch with Barbara R.'s husband John, daughter Calixte and sister Candace who all want to be involved with the celebration.
- John is putting together a video presentation to celebrate Barbara's life. He will also bring music that Barbara enjoyed.

- Our 231 team will provide donations for a cake, beverages and paper products. The 231 Committee offered to make donations to cover the cost of those items and possibly flowers.
- John had expressed an interest in providing some foods that Barbara liked. Corinne had asked the family to be in charge of any additional food items.
- Corinne, Jim and possibly Richard W. along with a few members of Barbara's family will speak about Barbara. Other people in attendance will have an opportunity to speak about Barbara.
- John requested that we recreate the bulletin board that Ann Marie put together at Centre City.
- John will display the journals that were written to Barbara.
- A suggestion was made to find someone (perhaps Richard W.) who could videotape the celebration.

Action Items:

- 1) Steve will call Richard to see if he would be willing to videotape the celebration and whether he would like to say a few words about Barbara.
- 2) Jan will contact Candace to discuss food and flowers.
- 3) Cindy W. will set up a meeting with John to go over the technology needs for his presentation.
- 4) Ann Marie will recreate the Centre City bulletin board honoring Barbara.
- 5) Corinne will work with John on the program.

6. California Department of Education 2014-15 Adult Education and Family Literacy Act Program Implementation Survey – Gretchen

- Gretchen asked our 231 Committee for faculty and administrative input on the items on the survey.
- She is also seeking input for the ABE/ASE questions from the leadership of the high school program.

Action Item: Gretchen will submit the survey online before the deadline of April 30.

7. Committee Updates

- ESL Learner Persistence Committee – Corinne:
 - 1) Committee is revising the ESL Orientation Power Point to include a version for Beginning Level and one for Intermediate/Advanced Levels.
 - 2) Committee is also revising the ESL Student Guide to make it consistent with the Orientation Power Points.
 - 3) The next Learner Persistence Committee meeting will take place on May 6 from 2:00 to 4:00 p.m. at Mid-City in Room 302.
 - 4) The Committee will be hosting a Community Agencies Presentation to faculty on May 27 from 2:30 to 4:30 p.m. at Mid-City in Room 302; a number of agencies from the community will be making presentations about the services they provide.
- Teachers Using Technology – Jim

- 1) At the last Teachers Using Technology Meeting three new instructors and several other instructors who had used Quia in the past decided to use Quia to make a class website. New accounts were opened.
 - 2) The next meeting will take place on April 20 from 2:00 to 4:00 p.m. at CE MESA.
 - 3) Cindy W. and Stephanie Thomas will be demonstrating Google Voice and Aurasma at the next meeting.
- Textbook Committee – Corinne (for Ann McCrory)
 - 1) The next Textbook Committee meeting will take place on Thursday, April 16 at 2:30 at Mid-City in Room 302.
 - 2) Nichol Clark from Cengage/National Geographic will make a presentation on their new books. It's a timely presentation since book orders for fall will be due in June.
 - VESL Committee – Steve
 - 1) The next VESL Committee meeting will take place on Tuesday, April 14 at 2:30 at Mid-City in Room 302.
 - 2) Donna Price and Steve will be making presentations on using the Employability Workplace Framework.

8. Completion Rates Data Compared to Other Schools – Gretchen

- This item was postponed until the next meeting due to lack of time.

9. Upcoming Staff Development – Corinne

Corinne will be providing the following workshops in May:

- Activities for Increasing Conversation and Oral Interaction: Friday, May 1 1:00-4:00 p.m. at Mid-City in Room 302.
- SLO Writing Workshop: Monday, May 4 3:00-5:00 p.m. at Mid-City in Room 302. Corinne requested ancillary funding for 20 instructors. Fewer than 20 instructors requested funding by the deadline.

Action Item:

Corinne will ask Brian if she can still submit names of other instructors who may come forth and request ancillary funding for the SLO Writing Workshop.

10. Dialogue Newsletter – Steve

- We reviewed the type of articles we would like to feature, such as articles acknowledging faculty (for committee involvement or other special contributions), instructional assistants and volunteers. There will be a memorial to Barbara Raifsnider. If there are any retirements this year, they will be reported in a later issue of Dialogue.
- Our goal is to complete this issue of Dialogue by mid or late May.

Action Item: All articles should be sent to Steve and Corinne by April 15.

Minutes Submitted by Corinne Layton, ESL Program Chair