

231 Committee Meeting Minutes

1/9/15 1:00-4:00 PM

1. Report on class websites/Special Guest – Tim Saylar
 - Cindy shared a table that compared 11 possible options for class websites. The table highlights the pros and cons of each option.
 - Originally we thought we would use Weebly but our IT Department has reported that the District may block Weebly due to Spam and data security.
 - We had looked at Edmodo at our last meeting, but the decision was that the website was very busy and may be more appropriate for higher levels.
 - Two of the best possibilities seemed to be Wordpress and Blogger.
 - Stephanie, Cindy and Jim had looked at length at Google Sites and felt it was not intuitive.
 - Tim will take a look at the websites to give us more feedback.

2. Dean's Report
 - Spring Schedule
 - Ancillary Funding – all requests need to be submitted to the V.P. Brian Ellison 4 weeks in advance.
 - Budget – Any changes in requests for additional hours for aides need to be sent to Barbara for approval.

3. Campus Reports
 - APC's had sent Corinne their report in writing. Reports were compiled in a hand-out and reviewed.

4. Course and Program Completion Update
 - Corinne reported that over 80 instructors had sent in their requests for Course and Program Completion Certificates.
 - Barbara requested that Corinne send her a list of names of instructors who had not sent in their lists (or who had not communicated with Corinne the reason they weren't requesting certificates).

5. Placement/Preregistration

- Placement in fall semester classes will end by next week.
- Mechelle requested that students who want to continue to register in fall Citizenship classes be permitted to do so through the end of the semester.
- Campuses are doing pre-registration for the spring semester weeks of January 12 and January 19.

6. 231 Meeting Schedule for Spring

- Committee decided to identify two meeting dates per month since we usually have such a large agenda and not enough time to cover everything.
- If we have a specific agenda item that needs extra time, we can focus on that item at the second meeting.

7. Survey Results: Class Website

- Cindy passed out the results of the survey on using a class website.
- 53 instructors responded to the survey.
- 15 instructors currently have a class webpage; 36 instructors do not have a class webpage.

8. Spring Flex: Program Meeting/Campus Meetings

- We reviewed schedule
Morning Level Meetings: 9:00 – 11:00 AM
Break 11:00 – 11:15 AM
Campus Meetings: 11:15 AM – 12:00 PM
AFT Lunch: 12:15 – 1:15
Computer Training: 1:30-3:30
- The facilitators of the level meetings are Gretchen (Beginning Level), Carolyn (Intermediate Level) and Corinne (Advanced Level).
- Corinne passed out a list of instructors who will make short presentations on technology that they use to support their lesson during the program meeting.
- The facilitators will use the following questions to guide the technology sharing:
Why do you use technology with your ESL students?
How do you integrate the technology into the lesson?
How do students interact with technology?
What do you need in order to integrate technology?
What has been the most useful/successful activity that you have done with technology?

- The other part of the Program Meeting will be a Program Review Activity. Corinne passed out a draft of “Quantitative Program Review Data Form A” (provided by Marne Foster) that needs to be incorporated into our Spring Flex Program Meeting. The Committee felt that some of the questions on the form could be answered by the members of the 231 Committee. It would be helpful to have input from the faculty on the questions regarding instructional program.

Action Item: Once Corinne receives the finalized version of this Program Review activity, she will forward it to the Committee. We can then finalize how we will facilitate getting faculty input.

- Campus Meeting Agenda (Draft) – Corinne shared a draft of the agenda that will be used by each campus.

Action Item: Corinne will send out an electronic copy of the agenda to the APC's.

9. Replacement for Diascriptive Reading: Orchard Gold Star

- Cindy gave a short report on Orchard Gold Star.

10. Committee Reports

- Corinne passed out the reports that Jan provided on EL Civics and the Course Outline Committee.
- We did not have time for committee reports.