

231 Committee Meeting Minutes

October 17/October 31, 2014

October 17:

Members Present: Barbara Pongsrikul, Corinne Layton, Gretchen Bitterlin, Barbara Raifsnider, Carolyn McGavock, Jim Brice, Laurel Slater, Lydia Hammett, Steve Gwynne, Mechelle Perrott, Cindy Wislofsky, Jan Forstrom.

We welcomed our New ESL Dean Barbara Pongsrikul to the 231 Committee meeting.

1. Update on adjunct application process

- Corinne gave an update on part-time adjunct application process.
- There is a very large pool of applicants who have submitted applications on-line.
- Screening committee will be screening on-line applications for minimum qualifications.
- Applicants who meet minimum qualifications may be asked to contact Corinne to perform a demonstration lesson.

2. Dean report/budget

- Spring book orders are due to Mary LeDuc by November
- Burlington English seats: 231 Committee needs to decide how many seats we want to purchase for the coming year. The seats expire in the beginning of January.
- Software/technology needs: We will not be ordering anymore carts for Mid-City or Miramar; those two campuses will receive Centre City's carts once Centre City moves into the new building with Chavez.
We will not be using grant money for upgrading buildings' technology; that should come from IELM.
- Student equity plan activities/proposed budget – Barbara presented the proposed Student Equity Plan activities and budget. The parts of the proposal that applies directly to ESL are: an ESL adjunct counselor (\$19,800) to serve students at Miramar 10 hours a week for 18 weeks and a Writing Success Lab Coordinator/Instructor (\$20,000) /and Writing Success Lab Tutors (\$10,000). The proposed Student Equity Plan will be presented at Academic Senate by Dean Star Rivera-Lacey.

3. Spring Schedule Update

- Gretchen is completing the spring schedule.
- Most of the spring schedule is complete.

4. Campus Reports/Needs

- A large amount of time was devoted to campus reports/needs.
- APC's reported on classes at each campus: waiting lists and need to open additional classes, low classes.
- It was noted that the Burlington English classes tend to be low in number; we are not using the number of seats purchased for CE Mesa, Mid-City and Miramar.

5. CASAS Testing

- Gretchen reported about the upcoming second session of CASAS Testing starting the week of November 3.
- She passed out instructions for APC's to share with the instructors at their campus meetings.
- APC's were also given an exercise on Choosing the Next Test to be used at campus meetings.
- New students need to complete entry records and authorization forms for instructors to contact them.

6. Technology Plan

- As part of our annual Technology plan, students and instructors will be completing an on-line survey.
- Students will be able to complete the survey in the ESL Computer Lab at each campus.
- Cindy Wislofsky made a copy of the questions to prepare the lower level students for the survey. Corinne sent the questions out to instructors over the DL.
- The faculty will complete a "Technology Integration Self-Assessment for Instructors."

7. Requests for Photocopying

- Corinne reported that certain instructors have made very large requests (to Maude) for photocopying and requests for transparencies of entire books or multiple books.
- Committee discussed setting parameters for those requests.
- At campuses where there are no document cameras instructors can request that transparencies be made of all pages of one textbook.
- If an instructor has a very large request, e.g. photocopying all of the tests that go with the Ventures series, the photocopying can be done at the district office. All photocopying requests should be made with adequate time for the order to be filled, and large orders should be placed prior to the beginning of the semester.

Due to the amount of time spent on the above agenda items, we were unable to cover over half of the agenda items. Committee decided to add an additional meeting on Friday, October 31 to discuss the remaining agenda items. A suggestion was made for the APC's to send Corinne a

short campus report in writing prior to the meeting since so much time seems to be spent on that item. Corinne would be able to compile all the reports into a written report to be passed out at the meeting. Another suggestion was made to allot a specific amount of time to each agenda item.

October 31, 2014 – Continuation of Agenda

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The highlighted items on the agenda were addressed at this meeting.

1. Flex/Professional Development

- 98% of faculty completed flex obligation last year
- 65% of faculty completed more than the required obligation
- 270+ flex workshops/ 76 independent projects
- 95-99% of faculty rated flex activities as very good/excellent on the online survey
- Some suggested topics from online survey: tech topics (e.g. Class Websites, Know Your Smart Classroom) classroom management, instructional topics (e.g. Best Practices, Evidence-based instruction, retention), contracts & hiring process, cross-discipline meetings
- January 26 will be the Institutional Planned Day; January 27 will be Program Planned Day
- Some possible topics for Institutional Planned Day: accreditation, educational plans.

2. Online staff development survey results

- Corinne showed the online survey results compiled by Cindy Wislofsky
- Top technology topics: Class websites, Using computer to support ESL instruction, Using social media in the classroom.
- Preferred OTAN Training Workshops: Powerpoint, Be Productive and Creative Classroom Activities Using Word, Creating a Free Website, Internet Resources for ESL Teachers.
- Most commonly viewed videos of technique/strategy: Using Assessment Folders to Document Progress and How to Help Students Organize their Binders (both by Eileen Schmitz).
- 11 instructors were willing to be videotaped demonstrating a technique/strategy.
- Good representation of the faculty interested in participating in a committee; chair of each committee was given the list of names of instructors interested in joining their committee.

- Mentoring: Greater interest in participating in an informal one-to-one mentoring process than a formal mentor/mentee academy; a lot of interest in learning technology skills.
- Special Subject classes: Instructors made suggestions about a wide range of special subject classes including writing, test-taking strategies, American culture, computer basics for ESL, hybrid ESL classes.
- Additional staff development/program improvement ideas: Instructors gave a wide range of other staff/program improvement ideas: field trip to other districts to observe other ESL/Citizenship classes; networking and meetings of same-level teachers to share ideas, lessons, resources; equal access to WIFI and Internet, writing process, teaching timed reading, more formal curriculum for English for Careers Classes that use Burlington English.

Action Item: We will contact OTAN to see if they could present the two Power Point Trainings on the same day at SDCE.

Action Item: Corinne will highlight one of the ESL Teacher Training Videos in her weekly Program Chair Announcements/Reminders.

3. Update/discussion on this year's goals:

Blended/hybrid classes

- We've been talking about the possibility of developing a blended/hybrid class for Citizenship
- Minor revision would need to be made to the Course Outline to include something about the on-line component.
- Another possibility would be to offer the English for Careers as a blended/hybrid class

Writing lab (see Student Equity Plan in number 2 of October 17 meeting)

- This topic needs to be addressed at a separate planning meeting.

Action Item: A subcommittee will meet next week to further discuss how to implement this proposal.

Assessment/placement coordinator

- Gretchen felt that coordinating assessment/placement is a responsibility of the 231 coordinator

Orientation classes – Miramar; CE Mesa

- Linda Kozin will be conducting orientation at Miramar; she will conduct her first orientation in the new level 2 class that Marlene Hadge is teaching.
- Jim Brice is working on an orientation plan for CE Mesa.

Childcare resources for our students

- Both Miramar College and CE Mesa offer free childcare that is available to our CE students

4. San Diego Library Collaboration

- Corinne and Gretchen met with two people from the San Diego Library (Trevor Jones and Brian Wickhem) on September 26, 2014 to discuss opportunities for the library and SDCE to collaborate about providing services, especially to underserved populations.
- Trevor and Brian talked about some of the resources the library has available for ESL students: e.g. Rosetta Stone, conversation groups for ESL students led by library volunteers.
- If someone is interested in using Rosetta Stone, he/she would need a library card.
- Person must have a photo ID and California residency to get a library card.
- Trevor wants us to inform the library of teacher training workshops in order to pass on that information to the volunteers who lead conversation groups at the library.
- Some of the libraries now offer evening hours.
- Some of the libraries have large community rooms that could be used for classes (e.g. Mira Mesa).
- Homework help for students in K-8 is available at 18 branches.
- Trevor and Brian would like to make presentations at our campuses to let students know about the libraries' resources.
- Corinne talked about the Community Resource Fair that will take place at Mid-City in November. Perhaps the library could have a table at the fair.

Action Item: Corinne will send Trevor the contact information of the APC's to set up times for library presentations at their campuses.

5. Personal Caregiver class:

- A suggestion has been made by the evening Personal Caregiver Class instructor Emma Nazzaro to offer that class at North City Miramar.
- Emma may or may not be available to teach the class in the spring.
- The Committee talked about the best place to offer an evening class.
- Both Mid-City and Miramar were suggested.

Action Item: Laurel will survey the students at Miramar and Lydia/Steve will survey the students at Mid-City to determine whether there is enough interest at either campus to offer an evening caregiver class.

6. Dialogue Newsletter:

- The next edition of Dialogue Newsletter will come out before the winter break.

- Articles are due prior to the Thanksgiving break.
- APC's and Resource instructors are asked to provide their campus/resource updates.
- Articles should be sent to Steve and Corinne.

7. EL Civics report

- The EL Civics examiner training has been completed and included: Lori Amundson, Kendra Dawson, Darlene Elwin, Lynn Graver, Leah Haeber, Lydia Hammett, Cindi Hartman, Jessica Maguire, Lee Mosteller, Neda Oran, Donna Rosen, Aldamay Rudisuhli, Eileen Schmitz, Chris Stone, and Kenna Veatch.
- 10 faculty completed training for instructors who are doing EL Civics for the first time: Carol Kelsall, Alexandra Christy, Vanessa Quezada, Margaret Posner, David Leyva, Ilene Kruger, Neda Orban, Jessica Varardo-Swall, Mariano Rodriguez and Margarita Bacigalupo. The instructors were paid one hour non-classroom pay for EL Civics training.
- Stephanie and Jan are completing the CALPRO on-line and in person Training of Trainers Institute for College and Career Readiness Standards. Stephanie is focusing on the math portion of the training, and Jan is focusing on ELA. They will conduct at least one training this year.
- Stephanie is participating in the monthly CASAS WIA networking meetings with focus to learn more about TopsPro reports related to CASAS tests.

8. Citizenship report

- Mechelle passed out the City Heights La Vida which highlighted the Naturalization Ceremony that took place at Mid-City on September 17; 25 students participated in the naturalization ceremony; keynote speaker was Eritrean refugee and Boston Marathon winner Meb Keflezighi.
- Mechelle shared the good news that our Citizenship Program will be featured in the We!

9. Committee announcements

- Each of the committee chairs gave a brief report about their committees and upcoming meetings as listed on the agenda:
Corinne – ESL Learner Persistence, Steve – VESL, Jim – Teachers Using Technology, Jan – Course Outline, Barbara – Textbook Committee.

Minutes submitted by Corinne Layton, ESL Program Chair