

## 231 Committee Meeting Notes: 6/20/14

- I. Corinne welcomed APC's Aldamay Rudisuhli, Beth Bogage and Carolyn McGavock to our meeting.

**II. Screening of Applications:**

- Corinne and Cindy worked on a new form to use while screening applications to make it easier to identify if the candidate meets minimum qualifications
- Committee liked the new format and used form while screening applications today
- A suggestions was made to include a category for applicants with B-Clad Certification
- Corinne thanked Cindy for her work formatting the new screening form

**Action Items:**

- *Corinne will contact HR for clarification: If a candidate who doesn't have a BA in the requisite areas, but has an MA or Phd in one of those areas, does he/she automatically meet minimum qualifications or is an equivalency evaluation required?*
- *Cindy will update the screening form to reflect the suggested change*

**III. Update on Demonstration Lessons (Corinne)**

- Corinne passed out copies of the recent demonstration lessons
- Several upcoming demonstration lessons have been scheduled

**IV. Dean's Report (Gretchen)**

**A. Summer Schedule Update**

- Deans have been instructed to close classes with an ACS of 10 or below
- A couple of classes are being combined in July
- There is an opening in a level 5 class at ECC in July since Lynn Graver will be coming back to Mid-City to teach the morning VESL Class

**Action Items:**

- *APC's were instructed to look out for classes with low ACS (10 or below)*
- *Teaching assignment for Level 5 Class at ECC needs to be filled*

## **B. Fall Schedule Openings**

- Gretchen passed out a list of fall openings by campus/level and available instructors, including new-hires; APC's were asked to provide input

### ***Action Items:***

- *Gretchen hopes to make decisions about the openings by June 25*
- *TAO's will be given to instructors in July*

## **C. Next Year's 231 Grant**

- Our grant will be 1.8 million for next year
- In addition to the Technology Plan, we may need to do a Professional Development Plan

## **D. CASAS Institute**

- The new CASAS Reading Test will not be ready until 2017
- The new CASAS Listening Tests are available

## **E. Speaker for Flex**

- Gretchen has spoken with Laurel Pollard who has agreed to present
- Some possible topics are: creating community, building vocabulary, building student confidence

### ***Action Items:***

- *Gretchen will speak with Mary about allotting money from our budget for Laurel's presentation*

## **F. August 231 Meeting**

- Meeting will be held on August 20, 12:30 p.m. at Mid-City. Lunch will be provided.
- We will discuss the content of our campus meetings at that time.

### ***Action Item:***

- *Corinne and Gretchen will prepare the agenda for this meeting.*

## **V. On-line Survey Results: Prioritizing Goals for 2014-2015 (Corinne/Cindy)**

- 13 people completed the online survey
- Cindy printed up the online survey results

- Corinne passed out a summary of the top 9 goals for next year under the following categories (in bold)

**1. Placement/Assessment:**

- A. Assess writing as part of the placement process at all campuses
- B. Offer orientation classes at all campuses
- C. Assign a placement coordinator/mentor serving all campuses

**Action Items:**

- *Identify placement coordinator & orientation instructors*
- *Work out details for the orientation classes at each campus*
- *Refine the writing assessment: a picture prompt for the beginning levels and a written response to questions (using different grammatical tenses) for the higher levels*

**2. Program Design:**

- A. Revise course outlines
- B. Offer more short-term special subject classes at most campuses
- C. Develop blended or hybrid classes (such as the ESL for Careers Classes/VESL using Project Success)

**Action Items:**

- *Jan will work on a prototype of a Course Outline for ESL Level 5 with two level 5 instructors*
- *Revise all Course Outlines and present to Curriculum Council by March*
- *We will look into offering a blended or hybrid class for Citizenship; Carol Kelsall has expressed interest*
- *Cindy will look into whether we could provide courses using Moodle instead of Blackboard*

**3. Staff Development:**

- A. Create ESL mentor/mentee academy
- B. Provide informal mentor support as independent flex project

**Action Item: We will address this goal at a later date.**

**4. Community:**

- A. Collaborate with childcare agencies to provide free/reasonable childcare for our students

**Action Item:** *Corinne has a list of agencies that she will share.*

#### **VI. Plan for Aide Training**

- 1) July 3 12:00-3:00 p.m. 2) Make-up Training: August 15 12:00-3:00 p.m. at Mid-City; lunch will be provided.
- Gretchen passed out a list of possible agenda items
- Committee wants to focus on administering writing assessment, problem scenarios and working with students in the classroom

**Action Items:**

- *Corinne and Gretchen will finalize the agenda and facilitate the training.*
- *Other leaders are welcome to attend the training.*

#### **VII. Plan for Pre-registration for Fall Semester**

- Each campus will design their own plan for pre-registration
- EL Civics aides may be available to assist in August.

**Action Items:**

- *APC's should send Corinne their August plan for pre-registration*
- *Corinne will compile a chart of all campuses to send to Ranessa Ashton's Office so that posters can be made for each campus*
- *Cindy will make sure the information is posted on the website*

#### **VIII. Flex Planning – Program/Campus Meetings**

- The main part of the program meeting will be the guest speaker Laurel Pollard
- Campus meeting will include CASAS Information and meetings with teachers at the same level and the level above/below
- Other topics: Course/ Program Completion, New Placement Procedures (including writing assessment), "Who to Contact List" for various needs

**Action Items:**

- *We will finalize the agenda for the campus meetings and share with the APC's at our August meeting*
- *Corinne will send out a template to use for the "Who to Call List" to all the APC's*
- *APC's need to fill in the information for their campus*

## **IX. Budget Issues**

### **A. Burlington Codes – Amazon**

- Students could purchase a 6-month access code for \$48 if they are registered in a VESL/ESL for Careers Class; a headset would cost \$25
- Committee was unclear about what effect this arrangement would have on our purchase of classroom seats from Burlington.
- We discussed some possible positive/negative effects of this arrangement:
  - 1) Positive: helps with learner persistence as students could work at home when unable to come to school
  - 2) Negative: students may feel that they don't need to come to class since they can access program at home; could affect attendance

#### **Action Item:**

- *Steve will talk with Amy from Burlington to get clarification on the relationship of the access codes to the number of seats we purchase.*

### **B. Non-classroom Hours for Chairs**

- Gretchen spoke with chairs about their non-classroom hours for fall

### **C. Transparencies**

- Find out which transparencies work with existing copiers

## **X. Report on Certificates of Completion (Corinne)**

- Corinne reported that about 65 instructors have sent in their final lists
- She spoke about some of the issues surrounding the process of reporting the final list of Certificates of Completion: e.g. having to send list twice, some instructors don't realize they need to re-send their list at the end of the semester, which creates back and forth communication between Corinne and instructors

***Action Item:***

- *Consider ways to streamline process in the future*

**XI. ESL Learner Persistence Committee: Site Page/Community Resources Insert for the ESL Student Guide**

- APC's were asked to give Corinne revisions to their Site Page
- Corinne passed out draft of the Community Resources page
- Corinne has already met with Ranessa Ashton concerning changes
- Ranessa is using the changes to Mid-City's Community Resource page as a model.

***Action Item:***

- *Corinne will be meeting with Ranessa once her office has completed the first draft of the Community Resource page.*

**XII. Citizenship Update (Mechelle)**

- Mechelle spoke about the USCIS Citizenship Teacher Workshop
- Dr. Michael Jones spoke about how to teach high level material to low level students
- Dr. Jones was a very effective and entertaining speaker.

**XIII. EL Civics Update (Jan)**

**A. Focus Groups**

- Stephanie Thomas and Carolyn McGavock have led focus groups
- 25 people have either attended focus group meetings or contributed to changes to EL Civics materials this month

**B. Anchor papers have been developed for writing at all levels**

**C. CASAS Summer Institute**

- Jan presented a workshop on EL Civics Curriculum and provided two poster sessions

**D. All close-captioned videos will be done by August 27**

**XIV. Technology Issue – Wifi**

- Steve would like to enhance Wifi at all sites
- Our techs have said that expanding our Wifi could result in losing bandwidth; this issue needs to be further explored

**XV. Update on VESL/VABE for Automotive at ECC (Corinne)**

- Corinne and Gretchen met with Dean Jane Signaigo-Cox, Beverly Garcia and Gary Nugent to discuss offering VESL/VABE at ECC.
- A decision was made to provide VESL/VABE instruction in English and math for students who score below a certain level on the CASAS Appraisal Test or who are unable to pass the Safety Test which allows the student to go into the lab portion of the class.
- Although some resources for curriculum have been identified (e.g. Palomar College VESL for Automotive, Burlington English Career Pathways for Automotive), there is non-classroom funding available through their grant for curriculum development.
- The students would attend the lecture and then attend a VESL Class for three hours three days a week or a VABE Class for Math on the alternate days.
- The VESL/VABE instructors would work closely with the Career Tech instructor to develop curriculum that supports the syllabus and lectures.

***Action Items:***

- Instructors need to be identified.
- Jane and Beverly will contact Corle Huffman as a possible instructor for the math component.
- The VESL/VABE instructors need to visit the class which continues until mid-August, speak with the CTE instructor and begin working on the curriculum.

**XVI. Other Item: Pilot of Online Attendance**

- Beth Bogage gave a brief report on the piloting of online attendance in her Level 7 ESL Class at ECC.

- Since this is a new process, there were some challenges: e.g. if a student forgets to log in or log out, the instructor needs to do a correction form.
- There were fewer problems after the first week.

**XVII. Thank you to Beth and Aldamay**

- Gretchen expressed our appreciation to Beth and Aldamay for stepping into the APC position this month and demonstrating their leadership skills.

*Notes Submitted by Corinne Layton*



