

ESL 231 Committee Meeting Notes
August 20, 2014



Members present: Corinne Layton, Gretchen Bitterlin, Carolyn McGavock, Richard Weinroth, Jim Brice, Laurel Slater, Lydia Hammett, Steve Gwynne, Jan Forstrom, Stephanie Thomas, Cindy Wislofsky.

1. Screening of applications

- Committee screened four applications for minimum qualifications for part-time adjunct ESL positions.

2. Dean's report

- Gretchen reported that all of the ESL assignments for fall have been filled.
- To keep our FTE's up, a decision was made to do strategic subbing of classes. Subs will be provided for all classes in September and October.
- There is a new permission form to contact students: "Voluntary Student Authorization for Faculty Use of Student Telephone Numbers." Instructors are advised to keep a set of the signed forms in the classroom.
- The evening Personal Caregiver Class taught by Emma Nazzaro will be postponed until October 2.
- Gretchen mentioned that she was asked to give feedback on the report that is being prepared by the AB86 Committee and writer Alice Hurley. She would like the chairs/resource instructors to give their input on the report.
- The goal is to have the ESL Dean position filled by October. Lee Mosteller will be teaching the Beginning Level class that Gretchen will be teaching at Miramar when she returns to the classroom.

Action Item: The draft of the AB86 report will be sent to the chairs and resource instructors to provide their input. The report will be on the agenda of the next 231 Committee meeting.

3. Program Chair/231 Coordinator Duties

- Corinne passed out hand-outs that list the duties for the ESL Program Chair and 231 Coordinator to clarify responsibilities of the two positions.
- Corinne and Gretchen will be sending an e-mail out to the faculty to clarify the duties for the ESL Program Chair and 231 Coordinator.

4. Review of top program goals for 2014

A. Assessment/Placement

- Implement placement procedures of assessing writing
 - The biggest change to our placement process is the addition of a writing assessment to the placement process at all campuses.
 - The writing assessment was explained in detail at the aide training this summer that was co-presented by Gretchen and Corinne.
 - A picture prompt will be used for levels 1-4 and a 1-3 paragraph response to three questions will be used for levels 5-7. There was a lot of discussion concerning the writing assessment for the higher levels: Chairs felt that it could be difficult for the aides to score the writing assessment at the higher levels. A suggestion was made to ask the students to write a 2-3 paragraph response to the questions. Another suggestion was made to offer two options for the writing prompt.

Action Item: Corinne will work on an additional writing prompt (with new questions) for levels 5-7.

- Replicate ECC's Model for Orientation at other campuses
 - Laurel mentioned that Linda Kozin has been given some non-classroom hours to do Orientation at Miramar.

Action Item: Corinne would like to talk with Laurel about the Orientation process that will be used at Miramar, using materials that were developed by the ESL Learner Persistence Committee.

Action Item: A plan needs to be developed for providing orientation at the other campuses.

- Assign a placement coordinator/mentor for all campuses
 - The first step will be to identify job duties for this position.

B. Program Design

- Begin revision of Course Outlines: Prototype for ESL Level 5
 - Jan will take the lead in developing this prototype with Ann McCrory and Jim Brice.

Action Item: Jan will meet with Ann McCrory and Jim Brice to begin the process of developing a prototype for Level 5. We will look into 231 funds for completion of this task.

- Provide more special subject classes at each campus/offer short-term classes
 - Carolyn mentioned that ECC will be offering a new conversation class in the fall. The class already has about 45 people pre-registered. A reading/writing class will also be offered.
 - Jim mentioned that about 7 special subject classes are being offered at CE Mesa.
 - Mid-City will be offering two new special subject classes focusing on reading and writing for intermediate/advanced level students in the afternoon instead of the traditional core classes.
 - Corinne suggested offering some short-term special topic classes (e.g. 6 weeks).
- Develop blended/hybrid classes - possibly Citizenship or English for Careers
 - Steve talked about how both the English for Careers Class using *Burlington English* and evening VESL Class using *Project Success* are designed to be taught as hybrid classes. The issue is how to collect FTE's for these classes.

Action Item: Steve will talk with Barbara Pongsrikul about the model that the Older Adult program uses to offer hybrid classes.

C. Staff Development

- Mentor/Mentee Academy
- Informal Mentoring: Independent Flex class

These goals will be discussed at a later date.

D. Community

- Collaborate with childcare agencies to provide free/reasonable childcare for children of our CE students
 - *Laurel mentioned that the Child Development Center at Miramar College has made an arrangement to give free childcare to CE*

students. She thought the students had to attend the college child development class 1 hour a week.

Action Items: Laurel will research the details of the childcare arrangement for CE students at Miramar. Jim will see if a similar arrangement could be made at CE Mesa. Lydia offered to look into the Headstart Programs in the City Heights area.

5. Summary of end of year program data

- Corinne shared the ESL Program Statistics Report for 2013-14 and highlighted the main points and will be sharing this information on a Power Point at the ESL Program meeting.
- One really significant outcome is that the new system of paypoints for CASAS has resulted in a **26% increase in paypoints**: 12,295 paypoints compared to 9,783 paypoints the previous year. (This is a total of paypoints from ABE, ESL, Citizenship, ASE and EL Civics.)
- Another positive outcome this year has been that our number of Course and Program Completion certificates has increased to over 1,000 certificates.
- Corinne also passed out the ABE/ESL Program Continuing Education Campuses San Diego Community College District Enrollment Report. This report includes enrollment statistics by campus.

6. Placement

- The oral assessment tool is the same picture prompt that will be used for the writing assessment.
- The biggest change as previously mentioned is the implementation of the writing assessment. Rubrics, anchor papers and samples were provided.
- A new record sheet that includes the writing assessment has been developed.
- Dealing with waiting lists/referral to other campuses:
 - One strategy for dealing with waiting lists is referring students to special subject classes that are taught in the afternoon if space is available.
- If any campus needs additional aide support, the APC should contact Gretchen.

7. ESL Program Meeting

- Corinne is preparing a Power Point on our Program Outcomes from last year and Goals for 2014-15.
- Laurel Pollard will be the guest speaker. Her topic is "Boost Vocabulary with Activities that Create Community and Build Self-Confidence."

8. Campus Meeting

- Corinne handed out a proposed agenda for the campus meetings. Agenda can be modified to meet the needs of the individual campuses.
- Each faculty member will receive a folder at the campus meeting. The APC's were given their folders to preview the materials.
- Cindy shared a hand-out: ESL Technology Needs Information. A new addition to this year's technology hand-out is a section on websites for students and teachers.

Action Item: Corinne will send the APCs the proposed campus agenda electronically.

9. CASAS Testing

- Gave hand-out of procedures for fall testing (hand-out will be in teachers' folders).
- There is a new Listening Test series. Chairs were instructed to return all the old Listening Tests to the Resource Office.
- CASAS Level A has a listening booklet and a CD. CASAS Levels B/C have CD's only.
- It was proposed that we go back to a one-hour administration of the CASAS Test. Concern was expressed that this shorter test may decrease the number of paypoints. Gretchen said that she had received feedback from Advanced Level instructors to limit the test to 1 hour. Those instructors think that the 1 ½ hour testing limit we used last year may have impacted the number of students who scored above 235.
- Gretchen will provide training to new teachers on CASAS on the following dates and times: 9/8 6:00-7:30 & 9/10 3:00-4:30 at Mid-City.
- The Teacher Experience Form needs to be filled out by all teachers administering CASAS and submitted in the CASAS Entry Record folder.

- TAO's and Time Cards will be given to adjunct faculty who will be receiving non-classroom pay related to CASAS Testing.

Action Item: Gretchen will contact the CASAS Office to confirm the time limit for CASAS Testing.

10. Updates

- Citizenship: Official Oath Ceremony with USCIS will be held on 9/17 at Mid-City Campus as part of CE's 100 year celebration.
- EL Civics (Jan/Stephanie) - Jan passed out the EL Civics Materials Order Form (which will be in the teachers' folders).

Action Item: Jan will send Corinne a few slides on EL Civics for Corinne's Power Point Presentation at the Program Meeting.

- An update by Carolyn on the VESL/VABE Pilot Project for Auto Tech was postponed to the next meeting.

11. Staff Development

- CATESOL State Conference: October 23-26, Santa Clara
 - Early Registration deadline is 8/31; The pre-registration deadline is 10/7.
 - We prioritized budget for travel using 231 funds: Presenters, chairs and resource instructors will be given priority. The funding will be \$1000 per person.
 - Official Travel Request - Mary requested that Travel Request Forms be submitted to her by October 6.

Action Item: Gretchen will write instructions for applying for funding and a travel request form.

- A series of workshops for new teachers will be discussed at a later date.

12. Sublist - Corinne has developed a draft of a generic form to be used at all campuses of a list of teachers interested in subbing.

Action Item: Corinne will send out the draft of this form to the APC's.

13. ESL New Teacher Information checklist - APC's have been instructed to prepare a checklist to give to all new instructors.

14. Provided a list of supplies/equipment available:

- CD Players with counters (6)/ CD Boom Boxes (11)
- DVD Players
- Boxes of Folders with Pockets
- Plastic File Boxes (8)
- Language master machines and headphones

15. Reminders/Brief Items:

- APC's were instructed to send fall schedules and phone lists to Corinne.
- Visiting Guidelines have been updated. Corinne will send them out electronically to the chairs/resource instructors.
- We set dates for 231 meetings for the year.
- Dates for ESL Committee meetings need to be set.
- Passed out flyers for the Personal Care Assistant and Citizenship classes.
 - Corinne noted that the date for the Evening Personal Care Class has been postponed until October 6, but the flyer does not reflect the change.
- On-line needs assessment will be due September 26.
Action Item: Cindy and Corinne will work on updating the needs assessment.
- Corinne passed out binders of word page inserts that belong to Thelma Moore's literacy curriculum. The APC's were instructed to give the inserts to literacy instructors.

Next 231 Committee Meeting Date: September 19, 2014 (Friday), 1:00-4:00 p.m., Mid-City Campus, Room 123.

Notes submitted by Corinne Layton, ESL Program Chair