

Summary of 231 Committee Meeting, February 21, 2014

Hello everyone – Here is a summary of our meeting on February 21 . Action items are in bold.

1. **Flyer – Alma’s retirement party – Please distribute to faculty.**
2. **Flyers – Citizenship – Please make sure copies are available in your placement offices**
3. Brochures – Are you well stocked with our ESL brochures? I have many. Let me know if you need any.
4. CCR workshop - Jan Forstrom volunteered to attend the OVAE CCR workshop in Phoenix on April 30 – May 1 with me.
5. Summer schedule – **We agreed that our contract aides would work in July, and not in August. Therefore, we need to make sure that a sufficient number of hourly aides are trained to work the last two weeks in August to help with pre-registration. We also agreed that we would pre-register current students for the fall in July before we take a break. Alma is going to try and get a summer schedule put together before she leaves.**
6. Codes for level 1 and 2 – **Please send a list of the classes to Alma that should be coded level 1 starting in the summer.**
7. Summer curriculum – It was suggested that instead of core books used in the summer, it would be a nice change to use readers and grammar books. We will discuss this in more detail at our next meeting.
8. Wear and Tear on Xerox Machines - We will continue to send orders for tests out to duplicating to be printed, but it was mentioned that teachers are still violating copyright laws. **I will re-send to teachers the rules on copying to remind them of these regulations.**
9. 100 year celebration activities – Jim Brice presented the plans for a fashion show and got our feedback on a form that teachers would pass out to get participants for the show. **When he revises the form, he will send it to us to distribute to our teachers.**
10. Open Houses - Each campus will host an open house during the weeks of October 13-24. The Deans will be asked to facilitate the planning for these.
11. Budget issues – Mary is still calculating how many money we have after paying the CASAS testers, etc. **In the meantime, we advised her to place orders for loaner books as soon as possible. Cindy handed out a chart of the expiration dates for computers in our labs. We need to pay attention to this as well. It was also noted that we need to save money for developing new Citizenship curriculum in the summer.**
12. Course and Program Completion Issues:
 - a. Cindy presented an in-house level 1 course completion certificate that we will use this semester only. **We will produce it ourselves and distribute to level 1 instructors.**

- b. We will also request that participation certificates be printed in a different color to distinguish it from our course completion certificates.
 - c. CASAS requirements: **We recommended that the benchmark for level 6 be 235 (It is 230 now) and the one for level 7 be 240.** We will apply this for the fall.
 - d. We will discuss an attendance requirement at our next meeting.
13. Emergency Book Fund – It was suggested that **I should send an e-mail to instructors letting them know they can submit more than 2 applications for needy students.**
14. CASAS testing – I was advised to send out an e-mail to instructors and aides explaining that aides should not be scoring tests, since teachers are paid to do this now. **I have sent out this e-mail. Time cards are being delivered to you, the APCs, to give to the teachers. Teachers should return them to you so you can return them to Mary LeDuc.**
15. **Next Dialogue newsletter** – We did not get to this item on the agenda, but our goal is to get out a newsletter by the end of April. **Please send success stories, etc. by then.**
16. It was suggested that **we ask Sam to videotape some of the cultural presentations for EL Civics so that they can be used at some of the 100 year celebrations.**
17. Please mark your calendars with the dates of the upcoming events that were on your agenda. Unfortunately, we ran out of time to discuss them in detail.

Our next meeting will be Friday, March 21, 1:30 – 4:00, at Mid City.

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