

## Summary of 231 Committee Meeting – January 8, 2014

Hello everyone - Below is a summary of our meeting. Action items are in bold.

1. **Meetings – We revised our monthly meetings to be on Fridays as follows:**
  - a. Friday, Feb. 21 – 1:30 – 4:00
  - b. Friday, March 21 – 1:30 – 4:00
  - c. Friday, April 25 – 1:30 – 4:00
  - d. Friday, May 9 – 1:30 – 4:00
  - e. Retreat – Friday, May 23 – 1:30 – 4:00
2. **Registration for Spring** – We agreed that no new students would be registered for fall starting on Monday, Jan. 13. Instead students will be registered for spring. Access codes should be on the campuses by now.
3. **End of semester meetings** – These will only be held as needed. Please contact Alma for permission to call this meeting.
4. **Money for loaners** - If you have new teachers who need loaners or need to replace loaners, **you may place orders with Mary**. There is some money for this. Teachers should not be choosing new books unless there are good reasons to do so.
5. **CASAS Update forms – Please put folders and instructions in teachers’ boxes**. The important reminder to teachers is to bubble “retained in program” for all students who have 2 tests and only bubble “left Program” if the student is gone for good and does not have 2 CASAS tests. **Please send your list of CASAS testers and spring CRN numbers to Chao and Mary**.
6. **Burlington codes** – Here is the activation code for the 120 Burlington English seats: AF6CC2F. The code will be active from Jan. 29, 2014 – January 28, 2015. Students should use this code to enter Burlington English for the first time as New Users. They will then be asked to provide their own usernames and passwords, which will be required for all future access.
7. Thank you for the Tech Plan revisions.
8. **231 grant application** – Thank you for your review of sections of the application. **We agreed that you would send me electronically your revisions no later than Monday, Jan. 13**. When I revise, I will send you another draft for a final review. It was suggested that we ask someone like Magda to review for clarity, etc. If we have time, I will do that. Jan Forstrom has also offered to review the answers using the rubric.
9. **Phonics materials – Please share the new phonics materials with your beginning literacy instructors** and encourage them to watch the video that demonstrates how to use the materials. The link is as follows: <http://esltrainingvideos.blogspot.com> It was suggested that we pay Thelma to do some mentoring in how to use these materials if there is some extra money. I will talk to her about this.
10. **FLEX campus meetings** – It was suggested that we instruct teachers to request that students complete the outcome survey form before they leave the program so that if we have to survey

them, we have the data we need. I will make up a form that would capture this information and we can train teachers how to use it during the FLEX meetings. Other agenda items for the campus meeting will as follows:

- a. CASAS testing Feb.
- b. Course and program completion guidelines

11. The saddest part of the meeting was Alma's announcement of her retirement. Of course, we are very happy for her, but feel sorry for ourselves.

I will be sharing over e-mail the course/program completion issues that have come up, and we can communicate over e-mail as needed about these.

Our next meeting will be Feb. 21 at 1:30 in room 117.

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