

## Summary of ESL 231 Meeting

Friday, April 25, 2014: 1:30-4:15 P.M.

1. Screened applications for part-time adjunct ESL positions
  - Corinne provided a copy of the minimum qualifications for committee to refer to when screening applications.
  - Committee requested a new template (chart) to use when screening applications; Corinne will bring a draft to the next meeting.
  
2. Dean's Report: Gretchen
  - A. On-line Registration/ Pre-registration Plan for Summer School
    - The access codes for summer school will be sent to each campus on May 19.
    - Each campus will conduct pre-registration for approximately 2-3 weeks depending on when the access codes are ready.
  
  - B. Non-Credit to Credit Awareness Building Conference:
    - The Non-Credit to Credit Conference, funded through Basic Skills, took place at Miramar College today (April 25).
    - VP Brian Ellison welcomed everyone to the conference.
    - A panel of CE faculty described our non-credit program: Gretchen Bitterlin, Timothy Pawlak, Roy Hernandez and Holly Rodriguez.
    - Mark Manasse from Miramar College presented on a "Teaching Institute" and Tutoring Center at Miramar College.
    - Break-out groups shared what is happening at other schools and what can be approved in basic skills instruction, support services, research, and assessment.
  
  - C. Summer Schedule
    - Gretchen shared a chart of positions that are still open for summer school.
    - Discussion took place about whether to offer the Grammar/Writing Class in July that Lydia will be teaching on T/Th from 11:45-1:45 at CE Mesa in June; decision will be based on June's attendance.
    - Discussion ensued on a new grammar/writing class (levels 4-7) that will be piloted at CE Mesa on Saturday from 9:00-12:00; an instructor needs to be identified.
  
3. Budget Report: Mary LeDuc
  - Book orders need to be submitted to Mary by May 15.

- The committee decided to purchase a subscription for News for You Online for \$259.95; the subscription allows all campuses access.
- Steve requested ordering three “Chrome Books” (tablets) for the VESL Lab at Mid-City; he volunteered to look into their purchase.

#### 4. Certificates of Completion

- Instructors will send the Excel Spreadsheet with information on students that are expected to receive certificates of completion by May 22 to Corinne who will compile the information; a staff member will be preparing the certificates.

#### 5. Committee Announcements

- Textbook Committee/ABS0 Meeting (Barbara): Committee will be looking at Project Success and American English File at the next meeting to see if they should be placed on the approved textbook list. Barbara attended the ABS0 Meeting: One of the topics was online access codes and another topic was the possibility of book rentals which may not be practical for our students who need to write in the books. She also announced that CE students can apply to work in our college bookstores.
- ESL Learner Persistence Committee (Corinne): Committee continues to write monthly learner persistence tips. This month’s tip is on “Guiding Students to Become Active, Independent Learners Outside the Classroom.” The Committee has been working on revisions to the site page/community resource page insert for the ESL Student Guide. The Committee is also working with the Institutional Research and Planning Office on the third part of the comparative research on managed and open entry enrollment on learning gains using CASAS data.
- VESL Committee (Corinne/Steve): The VESL Committee has grown since the inception of the English for Career Labs that use Burlington English: at CE Miramar, instructor Ola Steenhagen, CE Mesa, instructor Magdalena Kwiatkowski and Mid City, instructor Steve Gwynne. The Committee is looking at the relationship of the VESL Modules and the Burlington English software and how that may affect the Exit Requirements. The Committee has also drafted a new Advanced VESL Course Completion Certificate for students who do not complete the VESL Modules, but complete other components of the class, such as job search, resume writing, writing a cover letter, completing an application, interviewing skills along with SCANS Skills. The new certificate will be used in the fall of 2014.

- ESL Teachers Using Technology (Jim): Committee name has been changed from ESL Lab Networking to try to attract more faculty participation. The Committee makes presentations on various topics such as Ventures Presentation Software, Completion Certificates, etc.
  - Professional Development (Laurel): Laurel mentioned that the Committee had been developing a mentoring project that would include three workshops. Unfortunately, at this time, the Committee is not pursuing this project. Laurel suggested that ESL perhaps provide some kind of mentoring model to show to other programs. Corinne and Gretchen mentioned that we already have the ESL Teacher Institute Mentor Training Model which many of us participated in many years ago.
6. Citizenship Update (Mechelle)
- Mechelle talked about the new application which has increased from 10 to 21 pages. In response we are developing a new application packet that should be in the bookstore for summer school.
  - Meetings are being held with the Employee Rights Center (ERC) to see if it is feasible to apply for the current USCIS grant.
7. Technology Report (Cindy, Barbara)
- Cindy spoke about digitalizing audio CD's. She will pilot the process and report on this at our next meeting.
  - Barbara showed a short video - <http://itranslatevoice.com/> This application might be very helpful in our ESL Placement Office when assessing beginning level students who speak a language that is not spoken by any of the ESL instructional assistants.
8. EL Civics Announcements (Jan)
- EL Civics #14 - Research Educational Opportunities has been converted to EL Civics #49 - Transition to College Objective
  - She suggested having focus groups to review the EL Civics assessments, determine revisions and make contributions of supplemental lessons.
9. ESL Brochures (Gretchen)
- Gretchen passed out the ESL Brochures and asked the APC's to review; revisions need to be sent to her by next Friday.
10. ESL Retreat
- Some suggested agenda items: Mentoring Project, Fall schedule, Course and Program Completion, CCR Standards/Course Outlines, fall FLEX planning.
  - We will continue this discussion at our May 9 meeting.

11. CASAS Testing: Final (5<sup>th</sup>) Session

- We will conduct one last session of CASAS Testing in mid-May for students who need a post-test or who have not made a learner gain.

12. Short Announcements:

- Dialogue – most of the articles have been submitted; Steve would like to make a link to the article about Alma's retirement to a video that was taken of the group singing a song dedicated to Alma.
- 100-Year Celebration/Fashion Show: May 17: 50 students have responded so far; Jim will be the emcee of the Fashion Show which will take place from 3:00 to 4:00 p.m. at ECC.
- Campus/Feedback Sessions on Course and Program Completion: Corinne and Gretchen will be facilitating the feedback sessions at each of the campuses; we passed out the open-ended questions that we will ask the participants to respond to. We will write up a report to summarize the feedback from the meetings.
- There will be a meeting for the IRP Office to share the Transition Research on Wednesday, May 21 at 1:30.
- Gretchen passed out the Cumulative CE Attendance Spreadsheet to the Chairs and stressed the importance of using this data to inform scheduling for the fall.

13. Fall Flex – We tabled this discussion until the May 9 meeting.

14. Our next meeting will be on Friday, May 9 at 1:30 p.m. at Mid-City Campus.

*Submitted by Corinne Layton and Gretchen Bitterlin*