

## Summary of ESL 231 Meeting

Friday March 21, 2014

1:30 - 3:30 p.m.

The following is a summary of our action items and main discussion points. Action items are in bold print.

1. From now on at each 231 meeting, **we will add the agenda item "Committee Reports"** so that we can add the major action items from our subcommittees to the 231 Committee summary that will be posted online on the CE website.
2. The following short announcements were made:
  - a. The Office of Vocational and Adult Education (OVAE) has been renamed to OCTAE (The office of Career, Technical, and Adult Education) to reflect the broadening mission of adult education to prepare our learners for careers and college.
  - b. **Please let me know if you have extra student guides that you can share. Some campuses are out.**
  - c. **Let us know if you need any CD players.** Approximately 8 are available.
  - d. All pending book orders have been placed. **Please send any essential book orders for loaners, etc. as soon as you can to Mary LeDuc,** especially if you may be adding classes and need materials for new teachers.
  - e. Tech Plan - Our Tech plan was approved ,but it was recommended we get a higher percentage of our staff completing the annual tech skills survey. **It was suggested that we hold a one hour FLEX workshop to allow teachers time to do this** and perhaps even have a raffle, similar to what the diversity committee did this year.
  - f. **Please remind your teachers about the April 12 CATESOL Event.** The deadline for pre-registration is April 1.
  - g. **Dialogue newsletter** - Our goal is to get an issue out by the end of April. **Please send in items as soon as you can.**

- h. **Additional ESL contract** - The Senate voted to approve replacing our 60% contract position that was vacated when the recent 100% contracts were awarded. It is likely we will be able to fill this at the 100% level, and it is hoped that the selection can be made from the finalist pool from the last round of contracts.
  - i. **Fashion Show sign ups - May 17** - Lists were distributed. **Please distribute to each teacher to get sign ups. Flyers about the festival were also handed out for teachers to post in their classrooms.**
  - j. **CASAS testing** - Please return all CASAS folders to Chao by April 23.
  - k. **Course completion level 1 meeting** - **We selected April 16 at 1:00 for this meeting.** We will share new materials for level 1 and discuss course completion criteria.
  - l. **Headphones** - Cindy announced that headphones were available for a lab, if anyone wants them.
3. **Attendance and rosters** - The concern was raised that teachers at Mid City are being asked to write dates of enrollment on rosters and give these to their attendance clerks. As this is not done at other campuses, **Alma will check into this and get some clarification on what is required.**
4. **Monthly placement reports** - Some confusion exists as to what is reported each month for placement. We agreed that the following should be reported:
- a. **Report for each month the numbers of students logged into the placement binder for each class. Do not count profile forms. If a student enrolls in both a morning class and afternoon class, this student may be counted twice. Include those put on waiting lists. This shows the volume of traffic through each placement office and demand for classes.**
  - b. Under waiting list, only report those that are still waiting at the end of the month. If 25 people were put on the waiting list, but 15 were placed by the end of the month, just report 10. This number also includes people waiting from previous months that have not been placed yet.

**It was agreed that we would place this item on our ESL Retreat agenda to discuss the parameters of our monthly placement report.**

5. Summer issues: We agreed on the following guidelines:
  - a. **All course and program certificates should be given out at the end of the semester - Week of June 2.**
  - b. Teachers at each campus will collaborate on the numbers that are moving on or staying in summer classes and moving in September.
  - c. It is up to the teacher whether the same core text is used in the summer or whether other materials are used, but generally students will not be asked to purchase core texts for the summer.
6. **It was agreed that July 1 will be our deadline for placing bookstore orders for the fall.**
7. **New for You Online - Cindy Wislofsky is going to research the pricing for site licenses for this online software.**
8. **CCR Standards and course outlines - This item will be continued at our next meeting, since time was limited to discuss it. We agreed that we would continue to review the CCR standards for each level and review revisions or additions to our reading and writing objectives on our course outlines.** Jan presented a template of a shortened course outline for level 4 that might serve as a model for revising our course outlines. **She will be seeking advice from the curriculum council on how to move forward with this.**
9. The following were also handed out at the meeting:
  - a. List of resources for homeless shelters and mental health facilities to be placed in our placement offices for resource information.
  - b. A flow chart of basic skills courses at the credit level
  - c. The 2014-15 school calendar
10. The meeting was adjourned at 3:30.