

231 Committee Meeting Minutes

March 20, 2015

1. Barbara Raifsnider

- There will be a “Celebration of Life” for Barbara Raifsnider around April 17-19.
- Barbara’s husband John is checking out possible venues.
- There will also be a walk in Balboa Park in honor of Barbara being organized by retired teacher Sandie Linn during the spring break.
- There will be two \$200 “Barbara Raifsnider Memorial Scholarships”; contributions will be made to the SD Foundation.

Action Items: Corinne will forward an e-mail about the walk for Barbara R. Barbara P. will talk to Cat Prindle about the memorial scholarships.

2. Dean’s Report

- \$10,000 has been allotted for EL Civics Projects from the 231 budget.
- Ancillary funding will be provided for the end-of-semester Course and Program Completion Writing Workshop .
- A committee will be formed for an 18-hour no benefits instructional aide replacement contract (for Jennifer Bennett’s previous contract). A suggestion was made that there may be a need for additional replacement contracts.
- Summer schedule: Barbara has met with the APC’s to discuss the schedule at each campus; 12 morning instructors will not be working this summer so some instructors will be given additional assignments to replace those instructors for the summer.
- The summer schedule needs to be submitted by April 11.
- APC’s should submit names of faculty who have not submitted their Spring Syllabi or Course and Program Completion Checklist to the Dean.

- Barbara talked about need to inform students about Policy 3100. Students need to be told what kind of behavior is disruptive or inappropriate.
- Other ways to deal with disruptive behavior is referral to counseling and completing an incident report.
- We discussed contract aides' summer schedule: contract aides will be off in August.

Action Item: Barbara will give the green bar to APC's so that they can write the CRN#'s on their summer schedules.

Action Item: Perhaps Barbara could send out an e-mail over the DL to faculty to remind them to let their students know about Policy 3100.

Possible Future Action Item: Although we have not discussed this yet, it would be helpful to develop a simplified description of Policy 3100, especially for beginning level students, highlighting what type of behavior is not acceptable and what the consequences could be.

3. Campus Reports

- Carolyn submitted written report for ECC, and Laurel submitted written report for Miramar.
- In addition to written report, Carolyn mentioned that ECC is out of Student Guides; request guides from other campuses. (Written report indicates which classes have space available for new students.)
- Miramar: They had their first Orientation Class on March 20 at Miramar for students in levels 4-7 provided by Linda Kozin. The aides prepared folders with helpful information for students including the Student Guide and ESL brochures. (More information on written report about wait list, heating issues and orientation.)

Action Item: APC's should check their supply of Student Guides to see if they can provide some guides to ECC.

4. Program Review Revised Questions

- Committee reviewed 11 of the 12 Program Review Questions and made suggestions for further revision.

Action Items: The Student Equity question needs to be completed. Corinne will make the suggested revisions to the other questions.

5. Student Equity Plan: Writing Tutors (Corinne)

- Writing tutors have been working at Center City (Ann Gianola), Mid-City (Donna Rosen and Anisa Hagi-Mohamed) and ECC (Carolyn McGavock).
- Matt Zobin will be working at CE Mesa starting in April.
- There will be a writing tutor meeting on Monday, March 23. The tutors will be bringing their logs of the students they have worked with and the activities they have done.
- Barbara said that the original funding for the writing tutors was increased from \$15,000 to \$55,000. Originally we thought the funding had to be spent by 7/1; however, the funding can be used through December. There may be additional funding after July 1.
- A student equity researcher needs to be identified. In the meantime, Corinne has developed a form for the tutors to use for documenting their work.
- Steve gave a brief description of the special writing class that is being taught by Eric Miller this semester for students with good aural/oral skills but poor writing skills; regular writing tutoring is being provided in this class.
- Steve also mentioned the special one-hour writing lab in Computer Lab 313 in the early evening.

6. Level 5 Course Outline (Jan)

- Jan made a short power point presentation to give us some background on the need for changes to the course outlines and the

process that has been used so far to create a prototype for our ESL course outlines.

- The prototype is being developed for ESL Level 5.
- She explained how the CCRS are being incorporated into the revision of the course outline and the need to keep some life skill competencies.
- The prototype will go to Curriculum Council and then to Laura Burgess/Brian Ellison for approval.
- Once the prototype is approved we can begin working on the other course outlines.

7. EL Civics (Jan)

- A written report was provided.

8. Citizenship

- Mechelle was not present, so Corinne reported on the Citizenship meeting.
- The spring Citizenship meeting was on Friday, March 13.
- Two immigration lawyers from community agencies made an informative presentation about the changes to the N-400 Citizenship application and legal implications.

9. SDCE Teacher/Class Webpages

- Cindy met with Tim Saylor, Ranessa Ashton and Rich McGirr and informed them of additional features we would like to see made available on the webpage. She showed us a sample of a webpage at <http://faculty.sdce.edu/cindy-wislofsky> .
- The first issue: there is no fixed area at the top to put a welcome message, important information, or assignments, etc. To resolve this problem, Rich will add a few 'Stick to the Top' optional sections that can be permanently positioned at the top of the posting section.

- The second issue: the right column widgets for documents teachers upload have only two options - Syllabi and Resources. The solution is to make the headings nameable.
- The third issue: there is no place for students to comment/blog. The solution is to add a 'Comment' section, and the teacher can monitor/delete items as needed.
- Rich will make the changes, and we will have time to test it out (Steve and Carolyn volunteered) before the changes are implemented for all faculty. The goal is to be ready to train faculty at the Fall Convocation, if not before.

10. Standardized Image in Labs (Cindy)

- The new image at ECC will be the model as the base template; each campus could have some additional software that would need to be added.
- We will use these drives: T, I, P, S (T=Teacher saves + Students can access but not edit; I=Teacher saves on podiums only; P=IT Dept.'s programming files; S=Students save and anyone can edit).
- ESL Programs folder with all software and links inside.
- This is the first step to standardize; IT still needs buy-in from all techs.

11. CASAS/231 Grant (Gretchen)

- Gretchen reminded us that the fourth CASAS testing session starts next week.
- She passed out an "NRS Levels for ESL CASAS **Listening** Tests, Forms 980-986" chart. The chart shows the scores required to complete a level and advance one or more levels for the listening test in comparison to the scores for the reading test.
- Gretchen sent this chart to advanced level instructors since the listening test is primarily administered in their classes.
- CASAS folders are due April 20.
- The 231 grant was submitted.

- Next year we will need to submit a new application for the grant.
- The annual 231 survey will need to be completed in April. The survey is for ABE, ASE and ESL.

Gretchen also mentioned that

- The WIOA Act is now being called the “Opportunity Act.”

12. ESL Course/Program Completion

- ESL faculty will continue to send in an estimated list of names of students who will receive certificates of completion a few weeks prior to the end of the semester.
- Details need to be worked out concerning the process. Barbara had some suggestions from Laura Burgess that she will share with Corinne.

Action Items: Barbara will share Laura’s suggestions with Corinne.

Barbara, Corinne, Karen King and Mary LeDuc will meet to talk about the process for submitting spreadsheets with students’ names for course and program completion.

Minutes submitted by Corinne Layton, ESL Program Chair