

231 Committee Meeting

11/18/15 Minutes

Members Present: Corinne Layton, Barbara Pongsrikul, Gretchen Bitterlin, Ann Marie Holzkecht, Carolyn McGavock, Lydia Hammett, Magdalena Kwiatkowski; Mechelle Perrott, Jan Forstrom, Cindy Wislofsky, Mary LeDuc.

1. Campus Updates

- ECC
 - Opened an overflow Levels 1/2 class in the evening taught by Bryan Hicks and an overflow 1/2 class three days a week M/T/Th in the morning taught by Donna Rosen.
 - All morning and evening classes are open except the level 4 in the evening.
- West City
 - No waiting lists
- CE Mesa
 - Jim passed out a list with the number of students waiting by level; a few levels have small numbers of students waiting to get into classes; no more than 9 or 10 students waiting per level.
- Miramar
 - Levels 1 & 2 have wait lists in the morning; hoping to open classes in the morning at the Scripps and Mira Mesa Libraries a few days a week.
 - Level 3 in the evening has a waiting list.
 - Linda Kozin has provided 3 Orientations on Friday morning with instructional aide support (Patty).
- Chavez
 - The conversation classes on Saturday have not maintained good attendance.
 - Prior to Thanksgiving Break they were having a raffle of 25 turkeys.
 - They've posted students' writing about what they are thankful for on a Thanksgiving Board.
- Mid-City
 - There is a large wait list at level 1.
 - Lynne Perry was brought in to teach a "holding tank" class for level 1 students in the morning program; she has 28 students in this class.

2. Dean's Report

- Barbara reported that ESL's FTS was 44.11% of CE last month.
- We are seeing a large number of new students who are placing at levels 1/2.
- IELM
 - \$110,000 was approved: which includes upgrade of labs at West City and Mid-City + \$50,000 for software.
 - Barbara asked that we keep list of needs for the future.

- Spring Schedule
 - Citizenship Hybrid will be offered at CE Mesa.
 - Two afternoon classes will be offered at Mid-City Extension.
 - Suggestion was made to look into a joint project with the IRC to provide classes at the Extension.
- Ed Plan
 - Barbara passed out a draft of the Ed Plan for ESL.
 - Every student will need an Ed Plan in the future.
 - She wants our committee to give input.
- Hybrid Citizenship Update
 - We will run a pilot in the spring with two 9-week CRN#'s.
 - The class will meet two hours face-to-face (6:00-8:00 p.m. in the CE Mesa ESL Computer Lab) and 3.5 hours on-line every week.
 - Cindy mentioned that 78 people have submitted the survey about the Hybrid Citizenship class; 53 responded that they were interested in the class; about 16 more said that they would be interested in the spring.
 - All future course outlines should be written so that the course can be given face-to-face or on-line.
- VESL Coordinator
 - The position will be piloted in the spring – person will receive 6 hours of release time equivalent to 10 hours of non-classroom time.
- Citizenship Volunteer Coordinator
 - Mechelle will be given one day of release time to coordinate our Citizenship volunteers.
 - The USS Midway Museum is sending a large number of interested volunteer applicants (7 have already submitted their paperwork).
- WIOA Documentation
 - Barbara reminded everyone to submit their monthly time sheet with documentation of their time and duties paid from the grant.
- AB 104 (Formerly AB 86)
 - Barbara passed out an e-mail from Project Manager Susan Yamate and information about submitting 3-5 activities using AB 104 funding that we could finish between January 1 and June 30.
 - We reviewed Table 4.2 – Key Activities for Addressing Gaps and agreed that the following activities should be priorities:
 1. Upgrade classroom equipment & technology
 2. Develop online and hybrid courses
 3. Maximize use of technology by integrating technology in the classroom, ensuring that learners acquire technology literacy skills essential to postsecondary education and the workplace.
 4. Revise/create curriculum including online offerings.
 5. Utilize the same student assessment system (CASAS) to collect, process and report student outcomes

3. Admin Tech Report - Mary

- Mary reminded everyone how important it is to get the ancillary requests in on time (at least 30 days in advance).

4. Certificates of Completion – Writing Requirement

- Committee reviewed new writing requirement this semester: Instructors need to tally the results of the SLO writing assessment and submit three samples of the student writing assessments: 1) high assessment, 2) average assessment and 3) no pass assessment.

Action Item: Corinne will send out an e-mail with detailed instructions and attach the tally sheet.

5. Student Equity Plan – Writing Tutor Proposal

- Corinne, Jim, Magda and Ingrid (Greenberg) attended the Student Equity Summit and brainstormed ideas about expanding the Writing Tutor Program.
- Corinne submitted a proposal to Star Rivera-Lacey which expanded the number of hours for tutoring and also included funding for training for both the tutors and the classroom teachers prior to the spring semester on how to best utilize a writing tutor. The proposal was accepted.

6. Dialogue Newsletter

- The Dialogue Newsletter will go out in December prior to the winter break.
- Stephanie provided a list with all the articles for the Dialogue.
- Stephanie will be meeting with Corinne after the Thanksgiving break to finalize the organization of the newsletter. Corinne will edit the articles prior to the meeting.

7. CATESOL Feedback sessions

- Corinne proposed two dates and times for the sessions at two different campuses:
 1. December 4, 2015, 12:30-2:30 Mid-City Campus
 2. December 10, 2015, 2:30-4:30 CE Mesa Campus
- Corinne will send out an e-mail announcing the feedback sessions. We will conduct both sessions if we have enough instructors signed up for each session. Otherwise, we will only offer one session.
- Instructors who received funding to attend the CATESOL Conference can present about one or more of the workshops they attended. By offering two feedback sessions, there should be adequate time for the presenters to share about the workshop they attended.

Action Item: Corinne will send out an e-mail to presenters to ask them on which day they would like to present and on which workshops.

Action Item: Corinne will send out an e-mail to the DL to announce both feedback sessions.

8. CASAS

- Gretchen announced that CASAS folders will be due on Monday, December 14
- The Updates will be done at the end of the semester.

9. WIOA

- The application for the 231 Grant will roll over in January for 2016-17.
- The Federal guidelines are expected to come out in April.
- Gretchen anticipates that the next big application will be out in May for 2017-18.

10. Placement Aides

- Gretchen reminded us about the committee for four contract aides: one 20-hour contract with benefits, one 18-hour contract without benefits and two 15-hour contracts without benefits. The locations for the contracts will most likely be Mid-City, West City, CE Mesa and Chavez. We discussed the idea of a floating aide (who could work in different campuses depending on need).
- The application deadline was 11/12.
- Interviews will take place in early January. The contracts will start in the spring.

11. EL Civics Update

- Jan and Stephanie prepared a written report.
- Jan/Stephanie presented a workshop “EL Civics for a New Age” at CATESOL; Stephanie also presented a poster session on Aurasma.
- Stephanie is on an EL Civics Work Group/ Jan will be advisor/editor (hosted by CASAS) to revise Civics Objectives and Assessment plans.
- Jan and Stephanie will attend EL Civics Annual Conference on January 29, 2015.

12. Citizenship Update

- Mechelle gave an update on the large number of people interested in volunteering in Citizenship.
- She also gave a further update on the status of the Hybrid Citizenship Class.

Action Item: Mechelle will send out the Student Survey about the Hybrid Citizenship Class to some community agencies that may have interested students.

13. Technology Update

- Cindy shared the results of the Student Survey about the Hybrid Citizenship Class.
- She also shared the preliminary results of the survey about having a class website. The majority of instructors are either currently using a class website or interested in being trained to use a class website.

14. Committee Announcements

- VESL – Carolyn shared that career developer Doug Elliot presented at the last VESL Committee meeting; the committee also discussed Burlington English.
- ESL Learner Persistence Committee: Corinne reminded the committee that the Community Partners Event will take place on January 13, 2016 at CE Mesa Campus.
- Textbook Committee – Committee met on November 5 with a presentation by Sylvia Ramirez on integrating College and Career Readiness Standards. She

demonstrated how CCRS are integrated in the Extended Reading Worksheets that have been developed for Ventures Transition.

- Teachers Using Technology – Next meeting will be the third week of December and will focus on continuing to make teacher web sites. Cindy will be doing some research on possible websites.

15. Other:

- Barbara announced that our annual holiday lunch meeting will take place on December 11 at 12:30 p.m. La Gran Terraza at USD.

