

## 231 Committee Meeting Minutes

5/15/15

### 1. Program Review

- Corinne passed out hard copy of Program Review
- We reviewed the Annual Review of the Data
- Committee members had made contributions to Section C. the Description of Program

*Action Item: Corinne will send out electronic copy of Program Review to Committee members*

### II. Master Plan

- Corinne passed out hard copy of Master Plan
- We reviewed the Goals and Objectives/Activities sections and discussed the status of the objectives and activities

*Action Item: Corinne will complete the Status section of the Master Plan and give it to Barbara*

### III. Dean's Report

- There will be three contract aide positions open; a search committee will be formed
- There will be a Search Committee for 3 contract aide positions: two without benefits (15 and 18 hours); one with benefits (20 hours).
- The budget is very tight for the remainder of this fiscal year.

### IV. Campus Reports

- A hard copy of the reports was handed out.

### V. Citizenship Announcements

- Mechelle would like to offer a workshop on "Immigration 101" at fall flex

### VI. CASAS Make-up Testing

- Gretchen reviewed instructions on make-up testing; make-up testing is designed for students who need a post-test or who haven't made a gain
- Gretchen passed out a hand-out that gave a comparison of our district's outcomes with those of other districts; we briefly reviewed the hand-out.

#### VII. WIOA Transition Report

- Gretchen said that there was no report at this time

#### VIII. Annual Aide Training Workshops

- Corinne and Gretchen will give the annual aide training workshop on July 15.
- Corinne will give the morning workshop from 10-12 and Gretchen will give the evening workshop from 5:30-7:30.
- Food will be provided at the training.
- If new aides are hired in August, we will provide additional training.

#### IX. Upcoming Events to Remember

Reminders were made about the following:

- Level 5 Course Outline Feedback Sessions (May 18 3:00 4:30 and May 20 12:30-2:00)
- Community Providers Presentations (May 27 2:30-4:30) hosted by ESL Learner Persistence Committee
- 231 Committee Retreat (June 19, Mission Trails)
- CATESOL State Conference in Anaheim – Super Saver Registration Deadline June 15, Submission of Proposals June 22