

## 231 Committee Meeting Notes

May 9, 2014 1:30-4:15

Present: Gretchen Bitterlin, Corinne Layton, Barbara Raifsnider, Jim Brice, Laurel Slater, Lydia Hammett, Steve Gwynne, Cindy Wislofsky, Jan Forstrom, Mary LeDuc

1. Screened applications for adjunct ESL faculty  
Corinne also shared a draft of a new “ESL Paper Screening Checklist.” A suggestion was made to have a place to note which minimum qualification criteria the candidate has met.
2. APC’s and resource instructors reviewed ESL Brochure to suggest revisions
3. Dean’s Report (Gretchen):
  - Gretchen reviewed a chart of suggested release hours for APC’s and Resource Instructors for June 9-27, July 1-25 and two weeks in August. A few minor revisions will be made to the chart that needs to be sent to V.P. Brian Ellison.
  - Aldamay Rudisuhli will serve as APC in June at Miramar while Laurel is on vacation. (We will invite Aldamay to the afternoon part of our ESL Retreat.)
  - Gretchen asked APC’s to speak with the instructional assistants about immediately reporting to the APC’s any incidents with students so that the incidents can be documented.
  - Gretchen recommended providing training for the instructional assistants on using Google Translator in assessment. This training will take place this summer (dates to be determined).
  - CASAS Make-ups:
    1. Chao will provide the APC’s with the “Gains Report” and “Suggested Next Test Level” by Wednesday, May 15.
    2. We will only be providing make-up testing for students who a) do not have a post-test or b) have not made a gain. Gretchen will send an e-mail to instructors about CASAS Make-up Testing.
    3. Make-up testing can take place until the last day of summer school, June 6.

4. Mary Beuparlant will be given 14 non-classroom hours to assist instructors at ECC with selection of the next test.
5. APC's were given the CASAS Update Instructions to pass out to their instructors.

- Openings for Summer – Gretchen shared a chart showing the assignments that were still open. There is a possibility that we may need to do “Emergency Hires” if are unable to fill the existing vacancies, which would eliminate the requirement of a demonstration lesson prior to being hired.
- Fall availability forms are due May 19.

#### 4. Retreat: May 23, 9:00 a.m. - 4:30 p.m.

- Corinne passed out a list of possible agenda items for the May Retreat that included some suggested items from our last meeting. A suggestion was made related to the “CCR Standards” item: identify books that are non-fiction for classroom use by level. A topic that could be added to Course and Program Completion: Finishing or not finishing a core book within a semester.
- We talked about inviting a few other faculty members to the afternoon portion of the retreat: Stephanie Thomas, Carolyn McGavock and Donna Price.
- The APC's and Research instructors each volunteered to bring a specific item for breakfast.
- We will order lunch from Waters.

#### 5. Schedule for Flex

- Corinne provided a chart with different options of when we will schedule our ESL Program and Campus meetings.
- The general consensus was to provide both the program and campus meetings on the same day (Thursday) with the program meeting in the morning and campus meeting in the afternoon.
- We also talked about how it was difficult to schedule the meetings and determine length of each meeting until we discuss what we want

to cover in the program and campus meetings. The content of the meetings will be determined at our Retreat.

#### 6. College & Career Readiness Standards (CCR's) Conference Report (Jan)

- Three instructors attended the CCR Training in Arizona this month: Jan Forstrom, Stephanie Thomas, and Donna Price. All three instructors provided written feedback about the conference which we reviewed.
- According to Jan, there are three outcomes prompted by CCR standards: 1) regular practice with complex text 2) reading, writing, and speaking grounded in evidence from text and 3) building knowledge through content-rich non-fiction.
- Jan also mentioned that the conference only focused on GED.
- There were no presenters who talked about how CCR's were implemented in their classroom.
- Stephanie summarized the "Highs" (e.g. gaining experience developing writing prompts and evaluating questions) and "Lows" (e.g. the "point person" was an attorney with no classroom experience, there is a lack of data and evidence on CCR's). Donna summarized key points (text complexity, evidence, building knowledge) and implications for staff development: e.g. using a reading passage from a textbook that is being used and demonstrating skill building and scaffolding activities, asking questions requiring students to find evidence in the text and then building knowledge through writing prompts.
- At our Retreat we will continue our discussion of CCR's and focus on how we can provide staff development for implementation.

#### 7. Pre-registration for fall semester – hours for instructional aides

- Jan mentioned that the EL Civics aides would be available in August to assist with on-line registration
- Each campus will set up their own pre-registration schedule which will take place sometime between August 11 and August 26.
- Request for hours for instructional aides needs to be submitted in advance so TAO's can be generated.

## 8. Informing Prospective Teachers about Minimum Qualifications

- Some of the people who have asked about volunteering in our program have also expressed interest in becoming a classroom instructor, although they may not meet minimum qualifications.
- There is a need to let those people know up front about the minimum qualifications for an adjunct faculty ESL assignment.

## 9. Extended Observations at our Campuses

- There have been many requests recently from university students who want to do extended observations (up to 60 hours) in our classes as part of their coursework.
- These students may not understand the process they need to go through in CE in order to do the observations, which includes a Live Scan and TB Skin Test.
- We would like to maintain our relationship with schools (e.g. UCSD and Alliant) that may be training future instructors for SDCE. Therefore, it would be helpful to develop some type of written instructions which could be given to the coordinators at each of these institutions on the process that students need to go through in order to complete extended classroom visits. Classroom instructors at these institutions could share the information with their students at the beginning of the semester to avoid the excessive last minute requests for completion of observations.

## 10. Citizenship Grant

- Corinne made a short report for Mechelle.
- Mechelle has been working on a Citizenship grant in conjunction with the Employee Rights Center.
- The purpose of the grant is to offer two new Citizenship classes at Mid-City Campus and develop a Distance Education Hybrid class that would serve students who have been unable to attend our existing Citizenship classes due to conflicts with their work schedule

(e.g. taxi drivers who work in the evening). One proposed time frame would be a late afternoon class at Mid-City.

#### 11. Revision of Course Outlines (Jan)

- Jan shared the ESL Level 4 course outline (as a sample of our ESL Course Outlines) with Curriculum Council.
- The consensus of Curriculum Council was that the ESL Course Outline(s) are very outdated, do not meet the standards of a course outline and need extensive revision.
- This will be a topic on the Retreat agenda.

#### 12. Development of a standard course outline or curriculum for specialized classes (e.g. conversation)

- There is a need to develop Course Outlines or some type of standardized framework with objectives/outcomes for the special topics ESL classes (Conversation, Grammar, Writing) which are coded as ESL Multilevel.
- This topic needs to be addressed at the Retreat.

#### 13. Dialogue Newsletter Guidelines

- This topic was deferred to a later date.

#### 14. Committee Announcements

- ESL Learner Persistence Committee (Corinne): *Revisions to Community Resource Page for ESL Student Guide*  
The Learner Persistence Committee is finalizing revisions to the Community Resource page. Once the revisions are made, Corinne will forward the Community Resource page to the campus APC's for their approval.
- ESL Textbook Committee (Barbara): Barbara reported on the committee's review of *American English Files* and *Project Success*.
  - 1) The overall consensus of the Committee was that *American English Files* would not be appropriate for many of our campuses and our student population and, therefore, would not be listed on the Textbook Committee's Recommended Book list. The format

is very busy with too much information on a page and too small a font and, therefore, difficult for students to read. Also, the book has a heavy focus on cultural topics of interest to a young audience. However, there may be limited interest and instructors can seek approval of their APC's if they want to pilot a book not on the approved list. Aldamay Rudisuhli and Neda Orban, who have used the book successfully in other schools, would like to pilot the book in the fall.

2) The Committee was concerned about the cost of *Project Success* which includes the book and an access code for the on-line component. The committee felt that the issue of accessibility of materials might prevent this book from being on our list of recommended core books at this time. However, the committee felt that the book would be appropriate for our VESL classes, especially if they have access to computers. We will investigate whether it would be possible for students to purchase the book without the access code. *Project Success* is currently being piloted in author Steve Gwynne's evening VESL Class.

3) ESL Teachers Using Technology (Jim)

Jim discussed some staff development ideas for fall: 1) Creating a class webpage, 2) Using Facebook to create a class website, and 3) Using Google Voice

Cindy mentioned that she will be doing a fall flex workshop on creating a "District Faculty Webpage" (if it's ready) or another webpage such as Blog Spot.

4) World Cultural Festival Committee (Jim)

Jim showed the new flyer for the World Cultural Festival on May 17 from 10 a.m. to 7 p.m. at ECC and asked the APC's to post it at their campuses. 50 students have signed up for the Cultural Fashion show.

- Gretchen invited the chairs, resource instructors and ESL Transition to College instructors to attend an IRP Office presentation on the “Noncredit ESL Transition Student Study.” The presentation of the research will be on May 21 from 1:30 to 3:30 at Mid-City in Room 117.
- Jim requested that the APC’s receive copies of the feedback forms used for the prospective instructors’ demonstration lessons. The forms will be shared at the 231 meetings.
- It was suggested that there be clearer information on how to apply for an adjunct teaching position. When prospective applicants apply online, the information goes to the Human Resources Department. Our program does not know when an application has been submitted unless the applicant sends us a hard copy as well.

*Notes submitted by Corinne Layton*