

231 Committee Meeting Minutes

February 24, 2016

Members Present: Dean Barbara Pongsrikul, Corinne Layton, Gretchen Bitterlin, Ann Marie Holzknacht, Jim Brice, Carolyn McGavock, Lydia Hammett, Steve Gwynne, Jan Forstrom, Cindy Wislofsky, Stephanie Thomas.

1. Dean's Report

- Budget
 - 1) \$60,000 was budgeted for development of course outlines although we may not be using the entire amount
 - 2) There is \$5,000 of budgeted money remaining for books.
- Summer Schedule
 - 1) We will be offering a 10-week summer schedule.
 - 2) There will be separate CRN#'s for June, July and August so instructors can teach 3, 7 or 10 weeks.
 - 3) We talked about having specialty classes in August.
 - 4) We discussed whether we would have instructional aide support for August; a decision was not made.
 - 5) There will be a 27-hour-a -week maximum teaching assignment.
- WIOA Documentation

Non-classroom time that is paid through the 231 grant needs to be documented.

Action Item: Steve will send out the spreadsheet he has created for the spring semester.

- ESL Ed Plan
 - 1) Barbara had previously sent out a copy of the ESL Ed Plan.
 - 2) She would like us to give input on the plan.
- AEBG Funds

- 1) Dean Howell and faculty member Rachel Rose are SDCE's representatives on AEBG.
 - 2) Susan Yamate is the Director of the Adult Education Block Grant.
 - 3) CE is receiving \$2.6 million in funding for this year and next year.
 - 4) There has been discussion on the priorities for spending.
 - 5) It would cost \$550,000 - \$600,000 to convert 21 classrooms to Smart classrooms at Mid-City.
 - 6) AEBG is using the district-standard for technology purchases.
 - 7) There is a public hearing at ECC today before any funding can be spent.
- ESL Enrollment Plan
 - 1) Several new classes are growing (e.g. North City Miramar Library classes, ESL Literacy class at Mid-City in afternoon)
 - 2) The Bridging Lab at CE Mesa will close on Friday. Barbara is looking for assignments for Ann Gianola and Iryna Scharer-Filatova.
 - Faculty will need to apply for certain non-classroom assignments such as the Diversity, SLO and Flex Coordinator positions in the future.
2. Campus Reports
 - Jim Brice shared a written report on CE Mesa and West City.
 - Lydia has an instructional aide who would like to convert one day of his schedule to a Saturday class.
 3. Spring Schedules/Phone Lists
 - Corinne passed out the spring schedules and phone lists.
 4. Orientation Classes
 - Carolyn asked if she could run the orientation class at ECC with lower numbers. She has 14 students waiting for an orientation class. Barbara gave her permission to run the orientation class.
 - Jim has been doing orientation at West City and an aide has been doing orientation at CE Mesa.
 - We discussed the importance of providing orientation at each campus.

5. Accreditation Forums

- The forums will be on March 3 at Mid-City from 3-5 p.m. and March 7 in the North City Multi-purpose Room from 3-5 p.m.
- There will be an update on where we are in the Accreditation process.
- Attendees will also have an opportunity to give input on various sections of the Self-Study.

6. 231 Grant/WIOA Update

- Our 231 grant was submitted this week.
- A major new application will come in May.
- Our data will be due in August.
- WIOA requires that we integrate our educational services with workforce development partners.
- Barbara, Gretchen and President Carlos met with Kelly Henwood about WIOA. Kelly has contacts with workforce development partners and will be hired to serve as a liaison with local WIB.

Action Item: Gretchen will schedule a meeting with Kelly on March 14 or 21 at 3:00 p.m.

7. Contract Instructional Assistants

- Gretchen announced that 3 of the contract instructional assistants have been called by HR. We are waiting to hear about the 4th contract instructional assistant.

8. Student Learning Outcomes Data

- The APC's were asked to bring the SLO writing assessment data to today's meeting.
- Mary LeDuc will be setting up a spreadsheet to tally the data.
- We will be including the data in the Self-Study.

Action Item: APC's who did not bring the data today should give Corinne the data as soon as possible.

9. CASAS Reading Field Testing

- Gretchen reported that CASAS is field-testing a new reading test.
- It was suggested that we send out an e-mail to advanced level instructors who might want to participate in the field-testing.

Action Item: Gretchen will send out the e-mail.

10. Citizenship Update

- Corinne reported for Mechelle Perrott who was staffing a table at a Resource Fair at the Logan Heights Library along with 4 faculty members.
- The revised Citizenship Course Outline that includes the on-line component was approved on February 17.
- 17 students registered for the online Citizenship class. 4 students have dropped. The active students have logged in at least once a week. The instructor Carol Kelsall estimates that she is interacting with students 2.5 hours on-line per week.
- We are collaborating with the Midway Museum who will be providing volunteers for Citizenship and ESL classes.
- Corinne sent out an e-mail to faculty to determine interest in having a volunteer. Quite a few instructors responded to the e-mail.
- Prospective volunteers will be attending an orientation at the Midway Museum on March 11.
- The prospective volunteers will be encouraged to visit classes before completing the volunteer application process.

11. EL Civics Update

- Jan passed out a written update which included the following:
- There will be a new ESL objective related to the workplace. Carolyn McGavock has been identified as the lead writer. Other writers are Margaret Posner, Steve Gwynne, Jim Brice, Lydia Hammett, Janet Foster and Bryan Hicks.
- We will be field-testing providing students (who pass the EL Civics objective) with bookmarks as an option to giving certificates.

12. Technology Update

- Spelling City Premium Membership – 25 teachers have been signed up but not all student licenses are being used. Some are choosing just to use the premium activities in whole class venues. Therefore, more teachers are being added and a demo of the premium features will be shown at the TUT meeting on Feb. 29.
- IELM orders – Danielle W. was asked to look into two orders that haven't been fulfilled (OPD and UUEG). Both publishers informed Cindy that that they have not received district PO's yet for the orders.
- Teacher training – Cindy has mainly been working with teachers one-to-one to create/modify their class webpages, starting the E-rollbook or problem-solving E-rollbook issues, and training teachers how to use their classroom/lab equipment.
- Tech Mentor Maria Allan – has gradually begun to network with evening instructors to determine training needs. Cindy will get out another email to the DL announcing Maria's role and availability.

13. Committees

- ESL Learner Persistence hosted a wonderful Community Partners' Event at CE Mesa Campus on February 10. There was representation by the following agencies: San Diego Food Bank, USD Legal Clinics, Bayside Community Center, Miramar Child Development Center, and the Housing Opportunities Collaborative.
- Teachers Using Technology will have their next meeting on February 29. Topics will include Google Voice in the ESL classroom, Spelling City, and review of the Ventures Teachers' Online Resource Room, and an application, Flubaroo, that creates quizzes and tests using Google Forms.
- Textbook Committee's next meeting is February 25. Faculty will be making short presentations about a variety of textbooks.

- VESL Committee met on February 23. Agenda items included Strategic Planning for VESL, an update on pathways from VESL to Allied Health classes, a presentation on the new VESL class for Health Care Careers at Miramar, and a video that will be developed with student testimonials about VESL.

14. Other Items:

- Gretchen passed out the Technology and Distance Learning Plan Teacher Skills Assessment results for 2015-16 and the Adult Learner Survey Results.

Minutes submitted by Corinne Layton, ESL Program Chair