

231 Committee Meeting Minutes
January 8, 2016

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

1. Campus Reports

- APC's shared plans for pre-registration for spring semester for their campus.
- Ann Marie passed out a list of the books available in the Cesar Chavez storeroom.

2. End-of-semester Meetings: Draft of Agenda

- Corinne passed out a draft of the end-of-semester campus meeting agendas.
- Two additional items that were suggested were PeopleSoft trainings and upcoming Program Chair/Assistant Program Chair Election.

3. CASAS Updates/CASAS Testing – Gretchen Bitterlin

A. CASAS Updates

- Gretchen passed out instructions for completing the Update Form which will be ready for faculty by January 19.
- There were no changes on the Update Form instructions.
- The Updates are due February 8.

B. CASAS Instructions

- Gretchen also passed out instructions for our 3rd CASAS Testing which will begin the week of February 16.
- We are administering the even numbered tests.
- We will have 3 weeks for testing. Folders will be due on March 4.
- Instructors should make a copy of their Score Report to give to the student's next instructor(s) or they could write the student's score on the transfer slip.
- Three folders should be prepared for 1) Test Records, 2) Entry Records for all students, 3) Authorization forms to contact students
- TAO's will be given to instructors for non-classroom pay related to CASAS.
- Instructors will be reporting their non-classroom hours on PeopleSoft.

Action Item: Gretchen offered to make a True/False quiz that APC's could use during their CASAS meeting to review the CASAS information.

4. Plan for Program Meeting at Spring Flex- Corinne Layton

- Corinne gave an overview of a possible agenda for the Program Meeting.
- She will describe new WIOA legislation and College and Career Readiness Standards (information about the Shifts in Instruction and an Introduction to the CCR Anchors).
- She will demonstrate with a few examples of how CCR's could impact instruction.
- During the whole group meeting, we will compare the current level 5 course outline with the revised Level 5 Course Outline which incorporated the CCR's.
- We will then break into level meetings – Beginning Low, Beginning High, Intermediate, and Advanced (including Advanced VESL). Citizenship instructors will attend one of the leveled meetings. Faculty will look at current course outlines and hand-outs with the CCR Anchors. Instructors will work in small groups to identify possible changes that need to be implemented in the course outlines taking into consideration the CCR's.
- The purpose of the Program Meeting is to build awareness of changes due to WIOA legislation and implementation of CCR's and to identify instructors who might be interested in working on the revision of the Course Outlines.
- The election for Program Chair/Assistant Program Chairs will take place on Spring Flex. We are waiting to hear Jim Mahler's response regarding eligibility for the APC position. Cindy Wislofsky will serve as the Election Manager.

Action Item: Corinne will work on a specific task with questions for the leveled meeting.

Action Item: Cindy will be sending out a notice to the ESL DL about the election once we receive clarification from Jim Mahler regarding APC eligibility.

5. Strategic Planning: Goals/Activities – Corinne and Gretchen

- Corinne and Gretchen are co-authors for ESL's Strategic Planning.
- Our ESL Program has identified three goals for Strategic Planning: Develop Hybrid ESL Citizenship Class, Develop On-line/Hybrid Advanced Prevocational ESL course, Develop a TABE Preparation Course to increase number of students who meet the reading grade level requirements for entrance into GED or CNA Training.
- We looked over the three plans for input from the committee.

Action Item: Corinne will make revisions based on today's discussion and share plans at the Strategic Planning Committee meeting on Monday, January 11.

6. Dean's Report – Barbara Pongsrikul

- Budget: \$60,000 has been budgeted for revision of Course Outlines. Jan will be given an overload to serve as the Course Outline Project Manager.
- Spring schedule: Barbara has opened two off-site Miramar classes at the Miramar and Scripps Ranch Libraries. The classes will each be two mornings a week.
- Faculty Leadership Academy: 4 faculty members have submitted an application to attend the academy.
- PeopleSoft – There will be two more PeopleSoft trainings.
- Subs: Barbara reminded everyone that faculty still needs to call the campuses to request a sub.
- Barbara plans to visit all campuses to talk with faculty during break time both in the morning and in the evening. She would also like to set up meetings with the instructors from the north campuses and instructors from the south campuses.
- We are receiving an additional \$20,000 for the Writing Tutoring Program through Student Equity funding which will provide more writing tutors in the spring.

7. Admin Tech's Budget Update – Mary LeDuc

- Mary will no longer be doing timecards for instructors' non-classroom pay; however, she will still be doing the TAO's.
- There will be a "go-to" person at each campus to assist faculty/staff with PeopleSoft.
- There will be four contract instructional assistants. There will be one contract with benefits at Mid-City in the evening. The other positions will be at CE Mesa, West City and Chavez.
- The hourly aides will be receiving a pay increase to \$10.95 per hour.

8. Course/Program Completion Certificate Changes

- We were asked to create course completion certificates at each level of instruction. At levels 3, 5 and 7 students who complete will receive both a course and a program completion certificate.
- The new certificates of course completion will show all the competencies that the student has mastered. The competencies will include the competencies for the

levels 1, 2, and 3 for the level 3 course certificate; the levels 4 and 5 for the level 5 course certificate and the levels 6 and 7 for the level 7 course certificate.

9. Orientation Classes: Registration Procedure

- We discussed whether on-line registration could include a question about whether a student attended orientation so that students attending an orientation class would not need to complete the paper copy used for registration in order to save time.

Action Item: Corinne will ask the District Office and Laura Burgess about the possibility of adding the orientation question to online registration.

10. EL Civics Update – Jan Forstrom

- Jan and Stephanie will be attending the EL Civics Conference on January 29.
- CASAS is designing new objectives for EL Civics. There are several current EL Civics objectives that are not on the “to continue” list (e.g. 28 and 7). Some of the current objectives could possibly be revised to be on that list.
- Carolyn will be writing curriculum for EL Civics in the spring semester.

11. Citizenship Update – Mechelle Perrott

- The new course outline for the Citizenship Hybrid class needs to be submitted to V.P. Esther Matthew and Laura Burgess for approval before it is presented to the Curriculum Committee.
- The article in the newspaper about our Citizenship program generated a lot of interest in volunteering for our program. 8 people have already been cleared and trained to volunteer. Another interested volunteer is coordinating the USS Midway Volunteer Project. One more volunteer applicant is completing the paperwork. A former USCIS Officer (who also saw the article) has visited a number of our Citizenship classes to make a presentation on “A Day in the Life of a USCIS Officer” and answer students’ questions.
- All of the volunteers so far want to work in the daytime; Mechelle is trying to encourage some volunteers to help out in general ESL classes.

12. Technology Update – Cindy Wislofsky

- Maria Allan will be receiving an overload to do a tech mentor pilot in the spring. The priority would be for Maria to work with the evening instructors.
- Cindy received training as the administrator of Spelling City. In order for students to access the premium activities, students will need to register. We have paid for

1000 students to use the program allowing 20 instructors to use the program with a maximum of 50 students per instructor.

- Amy G. has offered to provide training sessions at each campus for new Burlington English instructors as well as training on new features of B.E. She is available to do the training on the new features of B.E. on January 21 and 27.
- 20 instructors have indicated that they are using class websites.

Action Item: Cindy will contact Amy to confirm a date for the Burlington English training.

13. Committee Announcements

A. VESL Committee – Carolyn McGavock

- At the next meeting members will be sharing information about websites that integrate workforce learning, and Stephanie will present on how she uses Burlington English.
- Cindi Hartman and Eric Miller have volunteered to create a video with student testimonials about VESL. Doing a better job marketing our VESL Program is one of our program's prioritized goals this year.

B. Teachers Using Technology – Cindy Wislofsky (for Jim Brice)

- The Committee has researched possible website builders and Google Sites.
- Stephanie mentioned Google Forms Self-Evaluation Quizzes which correct quizzes and provide a spreadsheet with the results.

C. ESL Learner Persistence Committee – Corinne Layton

- The Committee is hosting a Community Partners Event on February 10 from 2:30 to 4:30 p.m. at the CE Mesa Campus. 5 or 6 community agencies have been invited to make short presentations about the resources their agencies provide.

D. ESL Textbook Committee – Corinne Layton for Ann McCrory

- The next Textbook Committee meeting is January 14 from 2:30 to 4:30 p.m. at Mid-City in Room 117. The Committee will be reviewing books on the Required Textbook list and the Reading/Writing Textbook list.

E. Transition to College – Corinne Layton

- There was a great turn-out at the Transition to College meeting in December. Many resources were shared, and it was a great opportunity for instructors to talk about their individual classes.

- Several of the classes have worked closely with the college that is near their campus to set up field trips and/or set up informational meetings for the transition students.
- One concern was that some of the classes identified as Transition to College may not be true transition classes.
- Several instructors expressed an interest in working on the Transition to College Course Outline.

14. Other Items

- Corinne will be sending out the syllabus templates for spring. They will also be posted in Public Folders.
- Our ESL Librarian, Maude Verdin, is retiring in February. We are planning a retirement party that will most likely take place on February 4 or 9.

Action Item: Corinne will send out the syllabus templates with her next Program

Chair Notes.

Action Item: Gretchen will confirm a date with Maude so we can plan the party.

Minutes submitted by Corinne Layton, ESL Program Chair