

231 Committee Minutes October 23, 2015

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

1. Dean's Report

- IELM Fund: The Budget Committee reviewed all the proposals; since the proposals have exceeded the limit, we may need to reduce the funding we have requested. Our 231 Committee prioritized updating the computers and printers in the Computer labs at West City and Mid City. The Budget Committee will be meeting again on November 2.
- Spring Schedule: Barbara mentioned that we can survey students if we are considering opening new classes. Since we will have 5 new contracts in the spring, Barbara has identified certain assignments as "Staff." She is meeting with all of the APC's to discuss the spring schedule.
- Barbara reminded the committee that ancillary requests must be submitted to the VP's office 30 days in advance.
- 231 Budget/Book Orders:
 - 1) After administrative costs, we have \$200,000 in the budget.
 - 2) Barbara has spoken to Brian about a pilot for a VESL Coordinator in the spring which would involve 6 hours of release time and 10 hours of non-classroom time.
 - 3) The cap for book orders is \$10,000.

Action Item: Resend the list of available sets of books in the storage room.

2. Development of new Course Outlines

- Jan has submitted a proposal for \$6,000 for revision of 3 Course Outlines.
- One of our prioritized goals for this academic year is revising the level 5 Course Outline so that we will be able to have both the level 4 and 5 outlines to present to Curriculum Committee as a complete program this fall.
- The next step will be revising the levels 6 and 7 Course Outlines during the spring semester.

3. Ancillary Funding - SLO Writing Workshop

- The Committee discussed whether we should be offering ancillary funding for attending the SLO Writing Workshop in December. In the past we had paid attendees ancillary funding for attending the workshop and submitting data on the test results for their classes.
- The Committee decided that since everyone is mandated to submit the data this year, we should not be providing ancillary funding. However, faculty can sign up for flex credit.

4. Staff Development Survey Results

- Cindy reviewed a hand-out that showed the results of the Staff Development Survey.
- Survey results will be described in the next Dialogue Newsletter.

5. Dialogue

- Stephanie has received several articles for Dialogue, but encouraged everyone else to send her the articles as soon as possible. To keep the Dialogue a more manageable length, certain information will be included on links to the Dialogue (e.g. the Staff Development Survey results).

6. Student Equity Proposal - Writing Tutors

- Corinne, Jim, Magda and Ingrid attended the Student Equity Summit at which time they met to discuss submitting a Student Equity Proposal for the Writing Tutor program.
- The 231 Committee supports the proposal which needs to be sent to Star Rivera-Lacey by November 1.

Action Item: Corinne will write up the proposal and send it to Dean Rivera-Lacey by the deadline.

7. CASAS Testing

- Gretchen reported that the score reports will be ready by November 4.
- There should be two folders for each teacher. The new telephone authorization forms can be placed in the Entry Records folder.
- The second session of CASAS Testing will take place the week of November 9.
- 8 new teachers attended Gretchen's CASAS Testing training.

8. 231 Grant Update

- The final award letter went out on Friday with a \$2,000,000 grant.
- Next year's funding is based on last year's grant.
- The WIOA regulations will go out in April.
- We will submit our next 231 Grant application in May.
- The Technology Plan Committee will be meeting on November 5 from 3-5 p.m. The teacher assessment needs to be completed by 25% of the faculty. Cindy has made a link to the Learner Survey (for students) in the ESL Computer Labs - the survey has been labeled "The Student Technology Survey."

9. Consumable Books for Off-Campus Classes

- Gretchen mentioned that Mindy Olson who teaches at the Extension needs additional copies of Ventures Basic and Book 1. Mindy is using the first edition of Ventures. Since the on-site classes are using Ventures 2nd edition books and we have so many sets of first editions available, she recommends that Mindy be able to use the Ventures First Edition Books as consumable books.

Action Item: Since Barbara was not present during this discussion, Corinne suggested that we ask her for final approval before we make a decision.

10. EL Civics

Stephanie gave an update on EL Civics and provided a brief written report.

- Two EL Civics trainings took place in October: Examiner Training on October 15 and New Teacher Training on October 20.
- Jan and Stephanie will be presenting “EL Civics for a New Age” at CATESOL.

11. Citizenship

- Since the article in the UT went out about our Citizenship Program, there have been inquiries from 24 people about volunteering for our program: volunteers are needed to practice the one-on-one interviews with students.
- We are working on the On-line Citizenship Class. A survey is being finalized to send out to students.
- Mechelle said that she needs more Citizenship testers. She realizes that we need to make requests for ancillary funding in advance but it is hard to anticipate in advance when we will need testers.

Action Item: Corinne will send out the completed survey to Intermediate/Advanced Level instructors. She will also send out the survey to contacts at our district’s three colleges to advertise the class and determine interest.

12. Technology

- Originally Rich McGirr was supposed to update the district website builder; however, he does not have time.
- The district does not recommend that we use Weebly for class websites. Rich recommends Edublogs.

13. Committee Updates

- ESL Learner Persistence Committee – Corinne reported that the Committee is planning a Community Providers event on January 13 at CE Mesa Campus. The Committee sent out their first learner persistence tip of the year to the faculty DL. The Committee’s next meeting will be on November 5 at Mid-City.
- Teachers Using Technology – Jim reported that the first TUT meeting took place at the new Cesar Chavez Campus on October 20. Applicable classroom websites/apps were demonstrated and lab management issues were discussed.
- Textbook Committee – Corinne reported for Chair Ann McCrory: The Bachman Jennings Fundraiser is this Saturday October 24. Raffle prizes have been collected for the event.

We have already received some donations from faculty who will be unable to attend the fundraiser.

- VESL – Carolyn reported that the next VESL Committee meeting will be on November 3. The agenda will include a talk by Doug Elliott, CE Career Services counselor, and discussion of the Burlington English program used in the English for Careers classes.

Our next 231 Committee Meeting will be on November 18 from 1:00-4:00 p.m. at Mid-City Campus.