

Santa Ana College School of Continuing Education
ESL Department Meeting Minutes
Thursday, January 16, 2020, 2:30 p.m.–4:30 p.m.
Room A-113 at CEC

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| Attendees: Sue Garnett, Marti Guerra, Song Hong, Jarek Janio, Ph.D., Rob Jenkins, Henry Kim, Colleen Lehman, Lilimar Lunar, Jose Lopez Mercedes, Nancy Pakdel, Sergio Sotelo, Ph.D., Mara Tavantzis, Rosita Valencia, Ph.D., Sandra (Sandi) Watts, and Merari Weber, Ed.D. |
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| Absent: Eric Glicker, Ph.D., Laura Billiter |
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| Guests: None |
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Welcome:

Henry welcomed everyone.

Dr. Sotelo introduced Sandra Watts as our ESL Part-Time EL Civics Coordinator – 25 years of experience teaching. She will be attending our ESL meetings. Any concerns about EL Civics, please relate them to Sandra.

Agenda changes:

Merari added information to Other to share an AEC possible event.

Public comments:

None

Approval of December 6th meeting minutes:

Minor edits. Sue Garnett moved. Jose seconded. Everyone agreed.

Action/Discussion items:

1. EL Civics: (Sandra, Dr. Janio, 30 minutes) – Rita Van Dyke-Kao and Sandra are working on the EL Civics packets. First two packets will be a go on Monday (Safety and Family). They are being updated. The third one, Health, we can't use at CEC because we did it in July; SCC will be doing it since they didn't do it. Community, citizenship, and immigration are the options. Sandy is working on figuring out what the third packet will be and will email us with an update as soon as she figures it out. She is suggesting the online communication option.

Student surveys going out by the end of February to get data in time to start working on new packets for the next term.

Jarek mentioned that they are considering teachers choosing which they want to do during the semester; they can pick the three they want to give. This can be rolled out in the fall.

2. CEC classroom furniture/carpet request: (Henry, Dr. Sotelo, 10 minutes) – Henry shared CEC furniture/carpet needs and discussed priority of these (e.g., desks for students with disabilities, teacher’s desks, etc.). Carpeting is pretty bad in certain rooms.

3. Course overviews: (Dr. Weber, 10-15 minutes) – Merari shared information she learned during the Equity Institute and showed samples of the Transformative Overviews some faculty have started using as a result of participating in the flex workshop. She proposed creating a workgroup to look over our ESL templates to amend them to incorporate the transformative items that were shared. She asked for two part-time instructors to join the full-timers in this workshop. The meeting will not be longer than 3 hours and will pay the part-timers the non-instructional rate. Song Hong and Lilimar Lunar volunteered to participate. The goal is to have sample templates for our next ESL meeting for input.

4. Career Pathways and Clarifying the Pathway [GP] Clarifying the Path Design Team: (Sue, 15 minutes) – Realignment activity – SAC SCE ESL Department – GP and Vision for Success needs to be integrated into everything we do. We have Career and Academic Pathways – named and icons.

Activity included:

Free write

Re-alignment Activity

Sue to collect posters and share out with her SCE Clarifying the Pathways Team.

Sue also shared that they have hired 4 out of 5 spots for the IET Curriculum Writing project. They are still looking for a pronunciation teacher.

English for Work is going well – They have started working on SLOs and building shells on Canvas. They are hoping to have a student success story of a student who transitioned to a CAP and to have an embedded guest speaker series. Guests invited to campus and students can participate via the English for Work class. It will be business and industry people and will discuss the importance of having a mentor. If you think of something that can be beneficial for students, please let Sue know. Sue’s goal is to be able to use the icons for the 7 CAPs as guests are invited. She wants students to have an awareness of the icons and an understanding of what they are.

One of our SCE students is opening a restaurant, Wa Wok Chinese Food. Dr. Sotelo will be going to represent us at the opening on January 22, 2020.

Classroom presentations by Outreach have to be approved by the Dean.

5. Placement of new students into ESL certificates: (Henry, Dr. Sotelo, 15 minutes) – New idea by Dr. Kennedy – Phuong Nguyen needs input from the departments.

Dr. Sotelo mentioned that students need at least 2 classes to get a certificate. If you are placed at a higher-level and you get a P, technically you have met the requirement for the lower level. There is no way in the current system to capture that. We need to figure out how to input this into a system where we don't have to do this manually.

Educational plans are supposed to be on line, but it is still a work in progress. The other programs may already have this system.

Rob suggested to have higher-level teachers remind students that if they finish the class successfully, they have earned a State Certificate.

Jose suggested we add this language into our amended ESL Overview template.

Sue reminded us about our program mapping. Perhaps A&R needs training on our maps and what it means to complete the program and reminder of the pathways we have (Core, Academic, Vocational).

Sarah Salas would like teachers to refer students there who have completed the higher-level class. The group asked if Sarah Salas can cc the current instructor of the student so that s/he can make an announcement to the class congratulating student of his/her awarded certificate. Is there a way we can ask Sarah this?

We would like students to knowingly choose to get their certificates. Dr. Sotelo, Henry, and Phuong will meet to discuss.

We need to make sure that student information is up-to-date to get the most current information.

ESL Certificates – We need to know the process. We asked for Sarah Salas to come to our ESL Department meeting to discuss potential ways we can help and get questions answered regarding the certificate process. Career Center and English for Work – have a need to put this on their resume. They are trying to teach them to monetize their accomplishment of their certificate.

6. Schedule of classes information: (Henry, 10 minutes) – Henry led comparison/discussion of the ESL Mailer Pages from Orange and Santa Ana. Some suggestions included: using the word *recommends* rather than *takes*; having a welcoming intro with graphic aid or mention of the three ESL Pathways; we weren't sure about adding the phrase ed plan "ed plan leads to pathways"; issues related to self-placement; we like that we have Vietnamese translation in ours in addition to Spanish; are the short course descriptions better than the long ones?

Henry concluded this robust dialogue with the reminder that traditionally the timeline for this is very short, so he will draft revisions and bring them back to the dept for review. Start early!

Informational items:

1. Merari shared that the AEC was going to possibly host a Safety/Health Conference this semester to correlate with the EL Civics work we are doing. However, because of changes in the packets, this may change. She will need to discuss this with the teachers and will let the department know more as the program is finalized.
2. Canvas bronze badge trainings/Remind updates: (Jose, 3 minutes) Jose shared that the training continues and that his goal is for all the enrolled instructors to complete the Bronze Training Certificate by the end of the semester. Also, Remind Account is back in action: he deleted obsolete members, added new instructors and we are up to 91 faculty in the group. He can see if members of the group also use Remind with their students.
3. CASAS/WIOA: (Dr. Janio, 10 minutes) Jarek indicated that he had shared everything he had to share on the earlier agenda item and ceded his time.
4. Discussion ensued twice about whether the meeting should be extended or not. Final decision was to end the meeting at scheduled time.

Meeting was adjourned at 4:33 pm.