

ESL Department Meeting

Minutes

December 2, 2021

2:30pm-4:30pm

Zoom Link: <https://cccconfer.zoom.us/j/93874262278>

1. Welcome
2. Public comments
 - Merari thanked everyone for their support during the last month following her personal loss.
 - Jarek stressed collegiality and professionalism demonstrated by all within the department.
 - Natalya thanked for support for Citizenship efforts on campus.
3. Action Items:
 - a. Approval of the agenda
 - Merari request for two items to be added at the end of the agenda: RP report and CoP were added at the end of the agenda.
 - Jarek requested that Yuri's name be added to the reports under WIOA/EL Civics
 - Henry moved to approve; Merari seconded the motion. Agenda has been approved as amended.
 - b. Approval of minutes
 - October meeting minutes:
 - Henry made a motion to approve minutes as revised. Song seconded the motion. Merari abstained. The minutes were approved.
 - November meeting minutes:
 - Merari made a motion requesting more time to review the November minutes until the following Monday and to approve the November minutes via email.
 - Henry seconded the motion. The motion passed.
4. Reports/Updates:
 - a. Dean Kosko
 - Community sites are asking for ESL and Citizenship classes.
 - SAC SCE is hiring teachers to meet the demand for new classes.
 - Furniture for CEC classroom has arrived (D-110, 111, and 112).
 - b. ESL Chairs – Jose/Jarek
 - Jarek reported that our program is growing, new teachers are being hired and he is advertising the open positions.

- Jose asked about community sites coordinator's position. Chris explained that Nicole is going to work on the proposal for the position so that money can be found for the position.
 - Merari requested the pre-pandemic, pandemic and current numbers reflecting growth.
 - Jose said he would request a report of enrollment to see how much the department has grown.
 - Janet asked if Community Sites Coordinator is going to cover other departments. Chris explained that it is possible, although majority classes that the Coordinator would be responsible for would be ESL.
- c. Grading Using Multiple Measures
- Jarek gave a report on Multiple Measures. Please see PowerPoint attached to the minutes.
- d. ESL Student Survey Results

Jose presented the results of the student survey to be posted in Toolkit.

- e. Curriculum Coordinator – Henry Kim
- i. Curriculum updates
 - 1. CARES Act Proposal update
 - ii. ELL updates
 - 1. Language learning programs funding

Henry thanked everyone for support of the English Language Lab. The challenge in DE environment is that ELL has always addressed the needs of students at sometimes vastly different levels of English production so creating two, separate Canvas shells to accommodate these students online makes a lot of sense. Curriculum writing process needs to be supported by funding which can still happen thanks for administrative support for the project. Henry spoke about the benefits of the ELL lab from his personal perspective. He also discussed at length the curriculum development project for ELL.

Merari moved to approve Henry's ELL project but extend it to a year. Marti seconded the motion.

- iii. Textbook updates (2 minutes)
 - 1. Spring 2022 Semester
- f. CASAS/EL Civics
- i. EL Civics updates
 - Jarek explained that the pay for EL Civics grading is calculated based on a calculation that it takes about an hour to grade each packet.
 - CASAS benchmarks throughout RSCCD are lower than other agencies.
 - Jarek also confirmed that WIOA audit is coming up in March.

- COAAP assessment and grading during Covid in an online environment is time consuming and tedious to administer. We need more resources to process the EL Civics assessments.
- Song asked about EL Civics in Citizenship (ESL 120) classes. Jarek explained that students in these classes are not taking EL Civics.
- Merari moved that Jarek, Chris and Lorena create a group to discuss EL Civics and report during the next ESL department meeting. Jarek seconded the motion. The motion carried.
 - ii. CASAS updates Yuri
- Yuri addressed questions about CASAS assessment:
 - Helen asked about EL Civics assessment which are continuing
 - Yuri stressed the importance of making sure that students have two scores on record
 - Janet asked about CASAS tests in specialty classes. Yuri explained that assessment is required of all students in ESL program
 - Yuri explained that EL Civics packets are being graded, but there is a shortage of staff. Yuri asked funding for EL Civics grading. Chris asked for specific amount of work that needed to be done. Sandi confirmed that she could do grading as well.
- g. Guided Pathways/ESL Coordinator Report – Merari Weber
 - i. Equity Report

Purchase orders for ELL have been submitted before the purchasing deadline.

ii. OER Book

Annie Knight, a librarian from SAC sent Merari a link to an OER book on intermediate and advanced grammar. The book can be used by faculty teaching upper-level ESL courses.

iii. Financial Aid workshop on 12/9; Building Bridges shell for higher levels

Merari reported on Our Building Bridges Canvas Shell where students can find resources helpful to continue their education.

iv. Counselor visits: Int-Adv classes

Merari spoke about the importance of connecting with the Counseling Department especially for upper-level ESL students.

h. Citizenship Coordinator Report – Song Hong

- i. Citizenship Information Night in Spanish - Wednesday, December 8, 2021 (7pm-8pm)
- ii. Citizenship Packet and Citizenship Program flyer
- i. ESL Workforce Coordinator Report Patty Sanchez
 - i. Contextualized English Language Curriculum
 - ii. COR 510

The COR has been completed and it has been submitted to Curriculum

iii. English for Work classroom visits

English for Work 1/English for Work 2 and English for Work: CNA will be offered in the spring.

Patty plans to make classroom visits to talk about the program.

Henry reported that ESL 510 is currently offered at SAC

j. Professional Development/Distance Education – Jose

Jose reported that he was finalizing Spring flex activities

i. Screencast-O-Matic

Jose reported that the software is available to members of the ESL department, but that other faculty need to go through training before they can receive access to the program.

OTC training will be done by @One

k. ESL Distance Education Coordinator – Rebecca Bowers

i. Remaining December ESL DE trainings

A number of trainings have been completed

ii. Fall ESL DE workshop attendance data

33% of ESL faculty attended at least one DE workshop so far

l. Equity Coordinator – Janet

Deadline for CARES funds was December 15th. As of today, almost 3,000 students have received CARES support money. Many more students applied this year than in the past.

Esmeralda asked about students who do not have a bank account. Janet explained that these students would receive a check.

5. Other

RP report and CoP were added at the end of the agenda per Merari's request.

Merari moved to end the meeting. Jarek seconded the motion.