

ESL Department Meeting

Meeting Minutes

February 13, 2022, 2:30pm-4:30pm

1. Welcome

2. Public comments

Marty Guerra reminded everyone about sexual harassment training by March 5th, 2022. Natalya was hired through SCC and she would like to have information sent to her SAC email address.

Jose stated that Jose Moreno Aguilar, a long term teacher at CEC, passed away. We are waiting for the family to acknowledge that.

Others shared their comments about Jesus.

3. Action Items:

a. Approval of the agenda

Merari moved to approve the agenda from January 13th meeting pending edits. Henry seconded the motion.

b. Approval of minutes

4. Reports/Updates:

a. Dean Kosko report:

100% of ESL classes are now census-based. Posting of the attendance needs to be recorded in Self Service.

Hiring of part-time teachers continues.

Discussion about attendance followed.

b. ESL Chairs – Jose/Jarek (5 minutes)

Jose is working to secure funding for Community of Practice (CoP). He also reminded everyone to obtain a SAC employee ID and confirmed full time faculty office hours for on-campus support.

c. Curriculum Coordinator – Henry

i. ESL Curriculum updates

Two courses are up for quadrennial review.

ii. English Language Lab updates

ELL is running and it is well attended. It has also been opened on Saturday morning.

iii. ESL Textbook updates

Some of the new faculty choose to use textbooks and they are being connected to the SAC Bookstore.

d. CASAS/EL Civics – Jarek/Sandi/Yuri

i. EL Civics updates

Sandi stated that three COAAPs for this semester are ready.

ii. CASAS updates

5. CASAS testing is available online and on campus.

i. SLOs

b. Guided Pathways/ESL Coordinator Report – Merari

Student Success Conference is scheduled for April 15th and buses have been secured.

c. Santa Ana College Adult Education Center Report – Merari

d. Citizenship Coordinator Report

- i. Citizenship Information Night and Workshop in February

These are open to all students

- ii. Citizenship Program annual review

Program Review has been completed and submitted to dean Kosko.

- iii. Community events with ASG

Song provided information about classes at CEC during the ASG Lunar New Year celebrations at CEC.

- e. ESL Workforce Coordinator Report

- f. Community Partnership Plan

Patty has been working with local businesses to attract students.

- ii. English for Work: students and website

This course is still open for enrollment but because of census-based course offering, no more students will be eligible to register after the first census date.

Patty shared the SAC SCE website and suggested that Workplace English be better visible on the site.

- iii. Contextualized Curriculum

Module 3 has been completed. Collaboration with CE faculty is ongoing

- iv. In-person support

Patty will be at CEC in between 2 – 7pm to support on-campus faculty.

- i. Professional Development/Distance Education – Jose

Another round of RIC training has reopened. Faculty interested in this training need to fill out a form by February 11th.

Rebecca is going to provide training on Screencast-O-Matic software when it becomes available.

Sexual Harassment training is available on the PD dashboard

Jose demonstrated how to access and check flex obligations on the PD dashboard

- j. ESL Distance Education Coordinator – Rebecca

- i. Updated fall 2021 ESL DE workshop data

In fall 2021 there were 11 DE workshops offered

After the workshops attendees received an anonymous survey

- ii. Spring ESL DE support

Canvas support hour is on Tuesdays at 1pm and there are weekly DE tips sent as announcements in the Toolkit.

- iii. Spring 2021 ESL DE workshops

- k. Rebecca will provide 3-4 workshops on different topics during spring semester.

Jose shared ESL mid-year check in survey results.

- l. Equity Coordinator – Janet

No report

Henry motioned to close the meeting at 4:02pm, Natalya seconded the motion.