

ESL Department Meeting

Minutes

January 13, 2022

2:30pm-4:30pm

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

1. Welcome

2. Public comments (2 minutes)

No public comments

3. Action Items:

a. Approval of the agenda (2 minutes)

Marti moved

Sandi seconded

b. Approval of minutes (5 minutes)

4. Reports/Updates:

a. Dean Kosko – (2 minutes)

Enrollment is fine

Discussion about attendance tracking followed.

Merari moved for chair and co-chair to issue address the question about attendance collection for each modality

Patti seconded. The motion passed

Natalia moved to amend the motion so that the memo to teachers includes information about attendance collection for apportionment vs. attendance collection for WIOA.

Henry seconded the motion. The motion passed

b. ESL Chairs – Jose/Jarek

Jose reported that the community site coordinator is going to be hired.

ESL department is working on program review

COP funding is to be worked on

c. Curriculum Coordinator – Henry

i. ESL Curriculum updates

State approved curriculum project and several other courses have been approved

ESL 120 Citizenship Preparation is changed to ESL for Citizenship

ESL 130 for Multilevels

ii. English Language Lab updates

ELL is doing well

iii. ESL Textbook updates

Teachers order books from SAC Bookstore

d. CASAS/EL Civics – Jarek/Sandi/Yuri

i. EL Civics updates – Sandi

EL Civics for spring 2022:

8.5 Advocacy to be finished by next day

16.7 Emergencies and Disasters

6.3 Health

ii. CASAS updates – Yuri

CASAS on-site and remote testing are available. Assessment office can accommodate up to 30 students at a time.

Shortage of staff is very severe, and it is very difficult for CASAS office to process EL Civics assessments in a timely manner.

Merari moved to have WIOA coordinator and CASAS Student Services coordinator, and other stakeholders meet to share with a plan to address EL Civics grading

Song seconded the motion

Jarek abstained, motion carried

e. Guided Pathways/ESL Coordinator Report – Merari

April 15th is the Guided Pathways Student Success Conference

f. Citizenship Coordinator Report

i. Spring 2022 Citizenship Program goals

ii. Citizenship workshops and free legal clinics

Citizenship workshops and clinics have been scheduled for the spring semester in collaboration with SAC Legal Department.

iii. Associated Student Government (ASG) Events

Song is going to work with ASG coordinator as well to promote Citizenship classes and activities

g. ESL Workforce Coordinator Report – Patty Sanchez

There is a new page on SAC SCE website: English for Work

Students can request information from Outreach from the page

Patty is reaching out to local businesses to find out their needs

h. Professional Development/Distance Education – Jose

Distance education is growing

Professional Development week at SCE was very successful

i. ESL Distance Education Coordinator – Rebecca (5 minutes)

j. Equity Coordinator – Janet

Janet is working on a proposal to secure a basic needs items package for low-income students

Song and Janet presented on resources available to students

5. Other

Jarek asked a question about Screencastomatic: Jose confirmed that ESL has Team Pro account, but training needs to happen before the software is used

Welcoming letters that come from instructors to students are necessary

Jarek moved to close the meeting

Natalya seconded the motion

Motion carried