

ESL Department Meeting

Minutes

November 4, 2021

2:30pm-4:30pm

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

1. Welcome
2. Public comments (2 minutes)

Merari made a motion to postpone approval of the minutes until they are ready to be approved.

Jose called for a moment of silence because November is a month when we remember our ancestors. He also acknowledged that Merari's brother passed away. Jose further stated that this is the time of the year when we give thanks and he asked others in the meeting to speak about things that they are thankful for.

Henry: thankful for students and all the teachers at SAC SCE for everything they do for the students.

Jolanta: grateful to be able to make a difference in students' lives.

Patty: grateful for support and sense of community.

Helen: feeling very blessed because of the positive energy and professional support she is receiving working in the ESL Department

Natalya: grateful to be working for the district and help that students receive

Henry: thankful for families of students who take advantage of our programs and services

3. Action Items:
 - a. Approval of the agenda (2 minutes)

Helen made a motion to approve agenda, Jolanta seconded the motion.

- b. Approval of minutes (2 minutes)
- c. ESL 398 – English Language Lab – Henry (3 minutes)

CARES funding proposal for distance education ELL instruction is being worked on and will be ready for a review.

- d. ESL 510 – English for Work 1 – Henry (2 minutes)

Henry, Patty and Rita met to complete revisions that will be finalized over the Thanksgiving break.

4. Reports/Updates:

- a. Dean Kosko – (2 minutes)

Dean Kosko's report has been tabled until she is available

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

Jose:

Preregistration for spring 2022 will start on December 1st, 2021. More information is forthcoming.

Program Review is an annual but also quadrennial process and all coordinators will contribute to the development of this content. Students' survey results are going to be an important part of the document. As of today, 221 responses to the students' survey have been collected. Jose discussed survey results.

Henry: Program Review is important for accreditation visits and SCE ESL is always the best in the whole college with data.

Merari: Sandra did Program Review and thanks to that Song Hong is now a Citizenship coordinator.

Jose:

Results of the Program Review will be presented during the Flex Week.

Shared the updated ESL Department website.

January 11th is going to be the SCE ESL meeting for spring 2022 between 3 – 5pm.

- c. Curriculum Coordinator – Henry (5 minutes)
 - i. Curriculum updates

ESL 392, Writing and Developing School Publications COR is being revised and VBUS 502 Digital Literacy for Academic and Professional Success Tier 3 will constitute a new certificate for ESL.

- ii. ELL updates

Students who used to attend ELL classes are being contacted to come back to campus.

- iii. Textbook updates

SAC Don's Bookstore is going to continue providing support for ESL textbooks.

Chris Kosko provided dean's updates:

Classes from the waitlist are being filled up. One more beginning low class will open on November 10th.

Spring schedules are completed.

There are three ESL classes currently at SAC.

Henry thanked Chris for sending the schedules in a timely manner

d. CASAS/EL Civics – Jarek/Sandi (10 minutes)

Sandi asked for clarification on when emergency online instruction ends and Jose clarified that teachers can still teach with RIC certification in the spring 2022 but OTC certification will be required to teach during fall 2022. Faculty who want to do OTC training need to contact Dean Christine Kosko to make arrangements for that.

i. EL Civics updates – Sandi (5 minutes)

Sandi is conducting EL Civics assessments in ESL classes in the morning. IAs are not available because their priority is CASAS testing. This semester, teachers will do only one COAAP because of shortage of staff. Sandi is suggesting that only one COAAP be required for online classes and two for face-to-face classes because of the work involved. Sandi can train teachers on grading.

Natalya: Teachers will also need to be involved in EL Civics grading.

ii. CASAS updates – Jarek (5 minutes)

Jarek is absent, no report

e. Guided Pathways/ESL Coordinator Report – Merari (3 minutes)

No report

f. Citizenship Coordinator Report (5 minutes)

i. Citizenship Open House on October 23

About 12 students participated in the Open House. World Relief and Care organizations provided workshops for students.

ii. Citizenship Packet and Citizenship Program flyer

Song and Natalya are putting together a packet for students who do not have printing available. Packets will be sent to students next week.

iii. USCIS presentation classroom visits

Song contacted the local USCIS office, and their local representative is going to be able to visit classrooms via Zoom.

iv. Citizenship Program Video and interest form

Song put together a Citizenship Program video to be presented to students.

v. ESL Group Orientation

The video is designed for students during group orientations.

g. ESL Workforce Coordinator Report (5 minutes)

i. COR 510 English for Work

ESL 510 needs to be completely revised by November 15th. Course learning outcomes and objectives had to be changed. The range of hours for the course has also been changed.

ii. Contextualized English Language support curriculum

iii. Spring 2022 Schedule:

1. English for Work 1 & 2

2. CNA Language Support

Student survey results are in, and students surveyed liked the idea (80%) of English for work classes. English for Work courses prepare students to become proficient in English used in specific fields of employment.

Merari: students can be taking Career Education classes concurrently with ESL.

h. Professional Development/Distance Education – Jose (5 minutes)

PD advisory committee came up with a theme for spring flex: Great Power, Great Mindsets. New Beginnings and how we have transformed our teaching and learning. Flex starts on Friday, January 7th. ESL Department meeting is scheduled for January 11th. Panel of students and faculty will talk about how Covid impacted their lives at school.

December 1st is the deadline for all faculty to complete their flex activities for fall 2021.

OTC training is going to be offered through @ONE and is going to be offered at the beginning of the semester and it's going to end before the spring break.

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

i. Faculty Workshops

Rebecca has been offering very successful workshops. Faculty from other programs come to participate in them.

ii. RIC Faculty Support

Rebecca is also supporting faculty with RIC certification.

j. Equity Coordinator – Janet (5 Minutes)

5. Merari: on behalf of Janet stated that noncredit students should be classified as low income on Equity reports.

a. Accreditation – Jarek (5 minutes)

Jarek is out. No report

6. Other

Henry moved to end the meeting. Patty seconded it.