

ESL Department Meeting

Minutes

October 7, 2021

2:30pm-4:30pm

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

Present: *Jolanta Buzdygan, *Tim Chavez, *Natalya Dollar, *Esmeralda Godoy, *Marti Guerra, *Jarek Janio, *Henry Kim, Christine Kosko, *Jose Lopez Mercedes, *Patty Sanchez, *Helen Serrano, *Shane Uesugi, *Sandra Watts, *Merari Weber
*Voting member

Guests:

Yuri Betancourt, Assessment Office

Nicole Gallegos, Outreach

1. Welcome
2. Public comments (2 minutes)

Shane Uesugi: made a comment about Covid booster shot

Jose congratulated Dr. Dollar for successfully defending her Ed.D. dissertation.

Jose expressed sympathy on behalf of the ESL department to Patty Sanchez because of her brother's passing. Jose called for a minute of silence.

3. Group photo (1 minute)

Jose called for a group photo to be taken

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

Sandi moved to approve the agenda. Merari seconded it.

- b. Approval of minutes (2 minutes)

Marti moved to approve the minutes. Natalya seconded it.

- c. Rebecca to research, build, and upload resources/folders in Canvas to be available for ESL faculty teaching ESL 398 or 392. – Henry (2 minutes)

Henry spoke about English Language Lab's growth and increased need to support students there. Henry would like Rebecca to upload learning materials to a Canvas shell to support teachers. Rebecca has the most experience working in ELL and she would be the best person

complete this task. Rebecca's role in the project has been tabled and will be discussed during the next ESL department meeting so that her tasks of coordination is clarified further.

- d. Rita (SCC CE ESL), Patty, Henry to discuss revising ESL 510 since ESL 520 was revised and Rita is using it at SCC CE ESL. – Henry (2 minutes)

Henry moved to work with Patty and Rita to revise ESL 510 course.

Song seconded the motion. The motion carried unanimously.

- e. Henry to research a new ESL certificate to house revised ESL 510 and ESL 520. – Henry (2 minutes)

Henry pointed out that when courses are revised, certificates need to be revised as well. We may have to create a new certificate in a near future as well. Henry will give an update during the next meeting.

Henry moved to research a new certificate to include ESL 510 and 520. Merari seconded the motion. The motion carried unanimously.

- f. Scheduling of ESL 510, ESL 520, and CNA Language Support for Spring 2022 – Patty (2 minutes)

Patty made a motion to have the three courses scheduled for spring 2022. Discussion about the length of the course followed. Henry seconded the motion. The motion carried unanimously.

5. Reports/Updates:

- a. Dean Kosko – (2 minutes)

Chris indicated that we still need more teachers. Jose stated that the application form is on RSCCD website.

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

Jarek stated that he had been sending emails announcing opening of ESL positions. Jarek also commented that the guidelines for attendance are still being worked out by the administrators.

- c. Curriculum Coordinator – Henry (8 minutes)
 - i. Curriculum updates

Henry: ESL 490 and ESL 491 have been revised. Citizenship 020 has been revised as well and Henry thanked Song for her help with this. ESL 392 has been revised and Henry thanked Rebecca for her help with the revisions. ESL 130 is going to be renamed to: "multilevel ESL." ELL updates

ELL has good enrollment.

- ii. Textbook updates

Textbooks have been ordered for core ESL courses.

d. CASAS/EL Civics – Jarek/Sandi/Yuri (5 minutes)

Yuri: how can we increase the number of students taking CASAS tests? Sandi suggested that teachers bring their students to CEC for testing. Helen gives students “participation points” for sending her pictures of the tests that they have taken. Song suggested that instructional assistants visit Zoom classrooms to remind students about the importance of CASAS testing. Natalya suggested that CASAS testing be scheduled during class time so that students don’t have to worry that they will miss the class. Merari suggested that Yuri create a promotional video with students’ voices.

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

Faculty who want to participate in the department meetings need to fill out an application on the RSCCD website. Merari presented ESL page in Canvas Toolkit.

f. Citizenship Coordinator Report (9 minutes)

i. Self-Service Training Report (3 minutes)

Patty, Song and Rebecca have completed 12 Self Service trainings in the last two weeks. 48 out of 74 instructors with current assignments (65%) completed the training. The remaining instructors will be notified about training for the following week.

ii. ESL 120 class workshop (3 minutes): to recruit OTC certified ESL instructors to teach ESL 120 hybrid class (Citizenship class for ESL students)

The plan is to offer this class during spring 2022 semester.

iii. Citizenship Open House (3 minutes): Saturday, October 23, 2021 (9am-10am)
- Speaker: Kim Smith, Topic: Community Legal Resources for Immigrants:
legal resources and quick tips (Q&A sessions in English, Spanish, and Vietnamese)

The workshop is open to all students.

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

Distance Education report:

Nicole Gallegos is going to be a guest during the next ESL department meeting to talk about student support. Faculty who want to teach remote live classes will have to earn OTC certification because the emergency status is ending with this semester. Single sign on for all

students will become available on October 18th. Another round of RIC training is taking place. Faculty who would like to obtain their OTC training need to contact ESL Dean Christine Kosko.

Professional Development report:

Problems with the landing page on Professional Development Gateway have been fixed.

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

Rebecca shared distance education workshop topics. DE information will also be posted in the Toolkit.

i. Equity Coordinator – Janet (5 Minutes)

SEAP Committee is looking into reviewing and updating Equity requests. CARES funding is available and Janet issues updates every Friday. The deadline for application for funding has been extended to December 18th.

j. Student Laptop Loaner/Student Technical Support - Nicole (5 Minutes)

Nicole Gallegos: Jorge Mora is a lead for the laptop loaner program and can be contacted for questions about this. Hot spots are available to students as well. Students need to make appointments to fill out an application a loan.

6. Other

Jose: on campus event: October 18th meeting for faculty in the morning (10:30am) and in the evening (8:00pm).

Henry made a request for one more ESL department photo.

Henry made a motion to adjourn the meeting.

Tim Chavez seconded the motion