

ESL Department Meeting Minutes

September 2, 2021

2:30pm-4:30pm

Present: *Rebecca Bowers, *Jolanta Buzdygan, *Tim Chavez, *Natalya Dollar,
* Esmeralda Godoy, *Marti Guerra, *Song Hong, *Jarek Janio, *Henry Kim,
Christine Kosko, *Jose Lopez Mercedes, *Patty Sanchez, *Helen Serrano, *Shane Uesugi,
*Sandra Watts, *Merari Weber
*Voting member
No guests.

1. Welcome

Jose Lopez Mercedes call the meeting to order at 2:32pm

2. Public comments

Patty Sanchez asked for clarification of what public comments are. Jose explained what those are. No other discussion followed.

3. Action Items:

a. Approval of the agenda

Approved: Marti Guerra, Second: Merari Weber

b. Approval of minutes

Motion to approve: Merari Weber, Second: Henry Kim,

Discussion to restore voting right to Sandi Watts,

Motion to approve minutes approved with amendments: Merari Weber, Second: Song Hong

c. Meeting structure – Jose Lopez Mercedes

Because we need to adhere to the Brown's Act to conduct our meetings. For now, ESL department is going to conduct meetings via Zoom.

d. Roles of ESL Representatives – Jose

Jose Lopez-Mercedes indicated that new ESL representatives who need training on ESL Citizenship Toolkit; therefore, our meeting should end earlier today so that the training could take place.

Henry Kim made a motion to end the meeting at 3:45 so that we can conduct onboarding for the new ESL representatives.

Merari Weber seconded the motion.

The motion carried without opposition.

e. Vocational ESL Curriculum Writers – Patty Sanchez

Patty moved to hire seven curriculum writers to develop new ESL vocational curriculum and creation of seven Canvas shells. The project would begin in October 2021 and end in June 2022. CARES funding will be used to fund the project.

Merari Weber seconded the motion

The motion carried without opposition.

f. Approve ESL 490 & 491 – Patty Sanchez

Update: COR 490 and 491 have been revised to eliminate similarities between the two courses.

g. ESL - Group Counseling Orientation – Song Hong

Although work on the project started this summer, it is being finalized now in collaboration with the Counseling Department. Students are offered an opportunity to schedule virtual group orientations with CEC counselors.

4. Reports/Updates - Jose Lopez Mercedes

Jose Lopez Mercedes welcomed two ESL representatives: Esmeralda Godoy and Natalya Dollar.

a. Christine Kosko

i. Course Syllabus

Course syllabi are required to be submitted by September 18th.

ii. Availability Forms

5. Teachers' availability form is due on September 15th.

i. Other

b. ESL Chairs – Jose Lopez Mercedes, Jarek Janio

i. Faculty Support Hours

Jose Lopez-Mercedes: Faculty support hours are posted on the calendar in the Toolkit.

ii. Attendance Policy – Jarek Janio

For WIOA and other grants we are all required to report positive attendance regardless of class modality. Administrators are going to issue a policy statement about attendance that should be developed by next meeting.

Motion to create a taskforce to address attendance reporting: Merari Weber

Seconded by Sandi Watts

All voted in favor except for Jarek Janio who voted against the motion. Motion carried.

Jose asked for volunteers to participate in the taskforce to set up guidelines for attendance collection.

- c. Curriculum Coordinator – Henry Kim
 - i. Curriculum

Henry Kim: ELL is doing well, but it could be doing better. Recruiting efforts are on the way.

- ii. English Language Lab

Eden Quimzon ordered textbooks for in-class students.

- iii. Textbooks

SAC Bookstore is taking care of all book orders.

- d. CASAS/EL Civics – Jarek Janio, Sandi Watts

Up to 10 EL Civics COAAPs can be administered during the academic year.

Online CASAS testing is available, and it continues.

Jarek Janio moved that Excel be used to report attendance until further notice.

Seconded by Jolanta Buzdygan

Jose suggested that the motion be brought to the taskforce discussion.

- e. Guided Pathways/ESL Coordinator Report – Merari Weber
 - i. Starfish

Yuri Betancourt is going to send a Starfish survey next week.

- ii. 303-306 CoP

ESL 303 – 306 Community of Practice has begun, and faculty are encouraged to participate in the discussions.

- iii. Guided Pathways - Curriculum Map (edited)

Curriculum map is a bit clearer than the previous version, and it is going to be presented to students during orientations. Teachers should use the new curriculum map when discussing pathways with their students.

Registration for College Prep classes is available online.

- f. Citizenship Coordinator Report – Song Hong
 - i. Collaborating with Kim Smith (Legal Studies Department) to offer free legal services to ESL and Citizenship students.
 - ii. Citizenship 020 Curriculum revision

- g. Curriculum for 020 is due for a revision. Song started working with Henry so that the newly revised COR could be submitted to CIC by September 14th.

Professional Development/Distance Education – Jose Lopez Mercedes

We had a very successful professional development week.

Attendance tracking for workshops has been slow, but it is getting done, so please be patient.

Christine Kosko and Rebecca Bowers will be providing guidance for DE certification.

- h. ESL Distance Education Coordinator – Rebecca Bowers

First DE faculty training is scheduled for September 9th. A number of DE trainings have been scheduled for the month of September.

- i. ESL DE Faculty Trainings – Fall 2021
- j. Professional Development Center/Student Welcome Center – Jennifer Hoeger

Jose stated that Jennifer Hoeger could not make it to the meeting so she will send Jose an email with her updates.

- k. Equity Coordinator – Janet Cruz – Teposte

SEAP committee has not met yet this semester.

Janet stepped down from the taskforce that reviews equity funding requests because of her limited time, and she would like to encourage others to participate in this role.

Applications for CARES funding for students has just opened.

6. Other

Henry Kim:

Made a motion for two courses to be revised: ESL 130 and ESL 392.

Seconded by Sandi Watts

Motion carried with no objections.

ELL Canvas modules need to be built to offer more options for students.

Merari made a motion for Rebecca to support Henry's work, development of COR for ELL 398 Lab course.

Seconded by Jarek Janio

Motion carried with no objections.

Jarek Janio made a motion to end the meeting.

Seconded by Merari Weber

7. ESL/Citizenship Onboarding (40 minutes)

Jose Lopez-Mercedes