

ESL Department Meeting **Minutes**

April 13, 2023, 2:30 p.m. to 4:30 p.m.

Zoom link: <https://us06web.zoom.us/j/87972675493>

Attended (14): Ana Arias, Jolanta Buzdygan, Patricia Davidson, Jarek Janio, Henry Kim, Chris Kosko, Jose Lopez Mercedes, Rupali Mukherjee, Lilimar Lunar, Silvia Rodriguez, Helen Serrano, Shane Uesugi, Sandra Watts, Merari Weber
Absent (2): Ann Tran, Leonardo Patino
Guests: Yuri Betancourt

1. Welcome and introductions (5 minutes): (Meeting started 2:30 PM)

Jarek: Welcomed everyone to the April 13 meeting. He asked for approval of the agenda.

Merari: Asked to add an action item to see if Pat Alvano could do a workshop or a Zoom session for ESL faculty to go over doing rosters and taking attendance. She said we should vote to have it or have a conversation to have it very soon.

Jarek: Responded by saying he would contact Pat and schedule it. He added that he would be talking later about ESL faculty switching from remote live to hybrid later on during his report as it related to attendance.

Rupali: Mentioned she had received an email asking her for a list of students who were passing her class to help with the registration process. She said she had felt a little rushed to assess which of her students were passing or not as she was still in the process of evaluating their overall progress. She suggested if we could wait one to two weeks to determine who was passing or not.

Jarek: Added that even though summer registration for classes was now open, there was no mandate for Rupali to promote her students right away.

2. Public comments (3 minutes):

Jarek: Asked for public comments and there were none.

3. Approval of the agenda (5 minutes):

Merari: Clarified that the public comments were already done, and she was suggesting for an action item to ask Pat to do a workshop or Zoom session to go over rosters and attendance. She asked for her request to be moved to the top or added before the reports to be acted upon so it would be an amendment to the agenda.

Jarek: Responded to Merari that her request could be brought up with reports and updates. Jarek asked for approval of the agenda.

Jolanta: Moved to approve the agenda as submitted.

Sandra: Seconded the motion, and it was approved with no nays and abstentions.

4. Approval of the minutes (5 minutes):

Henry: Said he received a few requests for edits from Sandra, Jose, and Merari. Henry asked if the approval of the amended minutes could be postponed until Jose was in attendance. Henry showed everyone the corrected changes via Zoom.

Merari: Asked where the final ESL meeting minutes were kept.

Henry: Answered that they could be accessed via the district intranet and were located in the ESL program menu.

Merari: Moved to approve the minutes by email.

Rupali: Seconded the motion, and it was approved with no nays and abstentions.

5. Part-Timers' Voices: (30 minutes)

Merari: Made the first proposal for one of the chairs or Chris to make a request to Pat for her to do a 2-hour workshop to cover preregistration/registration for the summer, explain how to do attendance, and show how to grade. A second proposal by Merari was to join her workshop, and have it recorded and then prior to the registration deadline, we provided 2-3 refreshers to answer questions and be available to help support faculty in general. Merari suggested the part-time faculty in our committee meetings could also help support other faculty and answer questions such as about grading or taking attendance.

Jarek: Added registration and attendance training with Pat Alvano as an agenda item and mentioned the training should be provided to the majority of the faculty.

Silvia: Brought up a problem with carpet that was cleaned but not completely dry so it smelled when her class started. She asked about getting a machine to clean the air in the classroom.

Chris: Said that the carpets were cleaned this time by using a light spray of water to bring the dirt up to be removed. That system reduced the amount of time that fans were needed to dry them. Any safety concern such as about mold or fungus from wet carpet could be brought up, and it would be reviewed.

Silvia: Requested for an air purifier in her classroom as well as for D-108, D-110, D-111 and D-112.

Chris: Asked Silvia for the period of time she had wanted the machine in her classroom.

Silvia: Answered that she wanted the machine during her class time.

Rupali: Asked for advice and recommendations regarding an email she had received about COVID payments to her students. In the email, she had been asked if her students were attending and participating in her class. Rupali explained some of her students were attending but not participating in different ways, so she asked for recommendations of what to do.

Jarek: Explained that as the teacher of record for her class, Rupali was the person who set the guidelines and standards for her class and decided whether her students were fully participating or not.

Silvia: Asked whether the teachers or Janet Cruz-Teposte made the final decision for approving the COVID payments.

Rupali: Answered that the email she received was from Janet so teachers were part of the decision-making for COVID payments.

Merari: Added that for her class, she had let her students know if they were not participating or engaging in the class as expected; otherwise, they would be dropped from her class and were welcomed to retake the class again.

Shane: Said he was using Starfish as a way to let his students know how they were doing in his class. For his remote live class, he was using Canvas so if his students worked in Canvas, that was a sign of their participation.

Lilimar: Added that instructors should talk to their students regarding their lack of participation to hear back from them and get their reasons for it. Some students in her class did not want to make mistakes in class so sometimes they did not speak or participate in class.

Rupali: Mentioned a few of her students were not doing any work in Canvas and there was no evidence of their abilities, so they would not be receiving a passing grade from her class. But Rupali was concerned that they wouldn't receive COVID payments if they didn't pass her class.

Merari: Added in the Chat the idea of creating some norms for the class.

Helen: Gave her experiences after having taught Intermediate Low for 10 years since Rupali was teaching the same level which included setting the tone, rules, boundaries for the class, asking for cameras to be turned on, providing breakout sessions for everyone to communicate together, and expecting homework to be completed on time.

Rupali: Acknowledged that she also did many of things Helen mentioned and in addition Rupali provided exit tickets, but she did not require her students to keep their cameras on all the time.

Jarek: Suggested that we could provide a workshop around student or professional behavior expected in the classroom.

6. Reports and Updates

7. Chris, Dean: (5 minutes)

- Reported that enrollment was excellent with a total of 157 ESL classes and FTES was at 814 with an expected 1000 FTES by the end of the semester.
- Said there were 5 new ESL instructors being processed as new hires so their status was pending. Hannah Ngo and Dawn Kim [had previously taught ESL at CEC] were two new instructors, and they were going to be oriented soon.

Silvia: Asked where summer classes were listed in the SAC Catalog as she did not see them online.

Chris: Answered that the reason summer classes were not listed yet was because she had recently sent her summer schedule in 3 tiers to Alan which were hybrid, remote live, and in-person classes so Alan had to assign section numbers to them. After the sections were completed, they would be populated in various places such as within the searchable schedule.

8. Chairs' Reports (20 minutes):

Jarek Janio, Chair (10 minutes):

- Said he was supportive of the registration training being requested to Pat.
- Noted recent changes this semester such as getting used to the new Outlook and 8 ESL instructors were moving from remote live to hybrid instruction.
- Mentioned an end-of-the-year memo being planned with Chris to provide reminders to instructors such as CASAS requirements this semester.
- Reported that he had presented at several meetings such as at the Budget and Facilities Committee to request things to be done at CEC in order to keep classrooms clean and buildings well-maintained. Jarek added there was a lack of personnel to help clean buildings and unions were involved in the hiring process.
- Reminded everyone to email Erica and notify Chris about issues in the classroom.

Helen: Asked what was the reason for converting to hybrid in the middle of the semester.

Jarek: Answered that was a decision made by administration and part of it was due to the funding formula for census-based courses which did not require attendance to be taken regularly by instructors. That was a pilot to see how it worked prior to more hybrid ESL courses being offered in the summer and fall.

Helen: Confirmed that she no longer had to take positive attendance since she had converted to hybrid instruction.

Henry Kim, Co-Chair (10 minutes):

- Updated everyone that after we heard from Jolanta last month, and her recommendations to add information for new students taking hybrid courses, he researched Mount San Antonio College's (Mt. SAC) website. The college had done a good job of advertising ESL courses in their Continuing Education.
- Showed there were two ways to see their Continuing Education which were to click on Programs & Majors and Schedule of Classes. Some of the highlights shown were an added ESL Department section on the ESL Program homepage, a list of ESL courses and descriptions that were similar to ours, a similar number of core ESL levels was listed, and an ESL Placement Test link was provided.
- Noted that in their schedule of classes for online ESL courses, the college had information for new potential ESL students such as the required hour per day for Canvas coursework as well as the Zoom schedule which included more hours than our online courses. Henry added that we in noncredit could not use the word "required" as credit programs did. In addition, he showed how the college explained their online classes which included Zoom session types and also self-paced fully online courses, and the expectations were explained to students. There were other features shown which included an online ESL classes video, and Henry let Rupali know that they did say they strongly recommended that students participate with their cameras on and but did not mandate it. Henry mentioned that they had

added a lot of text to their web pages, so it would be difficult for lower level ESL students to understand all of it.

Silvia: Asked if we were copying what the college did.

Henry: Answered that he was just researching what they were doing, so we were just looking at their website to see what they were doing with marketing their ESL courses.

Jolanta: Commented that she liked their use of their charts which divided up the hours for Zoom and Canvas work, and that would be useful to breakdown our COR hours such per week for a semester. Jolanta said it was good to read how they clarified to students interested in taking their online courses that there was a required number of hours not just for Zoom meetings but also for doing the work individually or working alone in Canvas.

Henry: Said that was going to be further discussed, and it was good to see what other colleges were doing as well.

9. Merari Weber (5 minutes): SAC AEC

- Shared two flyers in the Chat which were for summer registration outreach to help support students for summer classes, and the other flyer was about a job fair on April 26. Merari shared the recording of the Student Success Conference to share with students to see and hear the keynote speaker, inspirational speakers, and panelists as well as the valuable resources that were shared at the conference. She thanked the teachers who helped at the conference, and Rupali was one of them.

Rupali: Said it was a great, enjoyable conference and was amazed at the leadership abilities shown by students there. She had visited workshops and saw how students did a great job of directing students to the workshops. Rupali was very impressed by the keynote speaker as she had delivered an emotional speech.

Silvia: Asked when the ESL classes for summer would be available for students to register for in the summer.

Merari: Answered that by April 17 the ESL summer classes would be available for student registration, so there was some time to work on student promotions.

10. Henry Kim (10 minutes):

ESL Curriculum

- Mentioned that he would share Mt. SAC's website information with our administrators to see what types of resources they had and were using for our own SCE homepage website. Henry noted that we wanted to present our curriculum in a meaningful way to potential new ESL students and had to make it clear what to expect in our classes, Zoom sessions, and in Canvas.

ESL Lab

- Updated everyone that Chris had hired a new ESL Instructor, Hannah Ngo, who would be teaching in the ESL Lab as well as an in-person ESL 488, Basic Writing class in the summer.

ESL Textbooks

- Said we had received some new sets of the Oxford Picture Dictionaries that were being housed in the PD Center.
- Reported that he was working with Raul at the SAC Don Bookstore on the Summer ESL Textbook list.

11. Jose Lopez Mercedes (5 minutes):

Professional Development

- Reminded everyone that May 1 was the last day to complete PD obligations. Jose also sent out an email before spring break asking for proposals by April 21, and he encouraged everyone to present or co-present. He noted that the theme this year was *Equity at the Center: All Roads Lead to Completion and Student Success* which was being adopted by SAC for fall.

Distance Education

- Announced that a cohort for OTC/OTD training would be finished by the end of May, and a future one was being planned. Jose added that the SAC Advisory Committee for Online Teaching was working on a faculty handbook which would be presented to SAC Academic Senate. The handbook would include information for noncredit and Merari and Jose had been providing feedback to include in the handbook.
- Mentioned that a faculty survey for distance education was sent out, and there were 66 participants. The results would be shared at the next SCE Leadership meeting, and Jose would be providing a brief summary of it as well at our meeting next month.

12. Yuri Betancourt (5 minutes): Comprehensive Adult Student Assessment System (CASAS)

- Explained how to find EL Civics lessons for the current semester because some faculty were finding EL Civics lessons from last semester. Faculty could also contact Sandra if they wanted to grade their own assessments which was being done more now.
- Clarified that 3 EL Civics were required to be completed for classes that were meeting more than 7 hours per week, and for classes meeting 7 or fewer hours per week they would do 1 EL Civics. Yuri also confirmed with Jarek that applied to online classes.

Rupali: Asked how about hybrid instructors who were not meeting more than 7 hours per week.

Jarek: Answered that hybrid courses followed the CORs that called for certain number of hours per semester and that would be the same for online, hybrid, remote live, or in-person courses. So, the number of COR hours determined how many EL Civics lessons instructors needed to do.

Jolanta: Confirmed that it was 3 EL Civics lessons for online hybrid courses. She explained how she did the introduction and explanations of what needed to be done in the EL Civics lessons in her Zoom sessions, and then had a special meeting with her students for the assessments which she graded herself. Her students would do their lessons which she organized for them in Canvas, so she knew what they were doing and how they were doing with their EL Civics activities.

Yuri: Agreed that was a good idea to explain to students how online assessments would be like, and the expectations in order to save time when the assessments took place online.

Henry: Showed how to find the EL Civics lessons for this semester and they were listed by levels and topics.

Shane: Showed how he attached the PDF of the EL Civics lesson on banking as homework for his students in his Canvas module 7 which was on family members. In his Zoom session, Shane covered the vocabulary and then followed it with a discussion and questions. He used the task pages for his students to practice for the assessments and they wrote on their notebooks as they practiced for the assessments so they were prepared.

Silvia: Asked about how the EL Civics assessments were done for hybrid instructors.

Shane: Answered that he contacted Alyssa [Ojeda] at the CASAS office to come into his Zoom to administer the assessments to his students during his Zoom session.

Yuri: Suggested for Shane with Zakaria Yusuff and Tim Vo to provide a training with examples in the fall on how to do EL Civics remotely.

Shane: Shared a challenge in which he was unable to add a new module for an EL Civics lesson between two of his Canvas modules. He had done it before, but his students got confused, so he preferred to add the EL Civics lesson at the end of a module.

Jolanta: Asked Shane if he was using his EL Civics packet as a practice test or was using the student packet. Jolanta knew about the lessons in Canvas modules that Sandra uploaded onto Commons which Jolanta changed some of the lessons to accommodate her own lessons in her own modules.

Shane: Responded that it was the activity packet that instructors received, and he went over it with his students to help prepare them for the assessment tests.

Sandra: Said instructors were welcomed to use the practice evaluations in the activity packets as well as in the Canvas modules for each task or COAAP. Sandra clarified that instructors could not show students the assessments before they did them.

Lilimar: Shared that she put a COAAP into one of her Canvas modules that was related to the topic of that module.

Minutes of April 13, 2023 ESL Department Meeting

Shane: Mentioned that the challenge was to add a COAAP that was related to a topic in a module.

Yuri: Provided the CASAS level descriptors in the Chat to show scores and accompanying levels. Yuri mentioned that some instructors did not know how to assign proctors as co-hosts or how to create breakout groups for the proctors in their Zoom sessions. In addition, instructors needed to know that there were not enough test proctors so some students had to wait until it was their turn to take the assessments.

Jarek: Recommended for Yuri to refer instructors who needed help with assigning co-hosts or creating breakout groups in Zoom to Jarek.

13. Sandra Watts (5 minutes):

English Literacy and Civics Education (EL Civics)

- Reported that the summer COAPPs including Canvas modules were completed and ready for in-person and online instructors. She was working on COAAPs for fall.
- Talked about using Google forms that were mentioned at last month's meeting for remote assessment. We were not allowed to use Google forms by SAC due to security reasons, but Microsoft forms were okay, so Sandra and Yuri were going to test out a pilot an assessment form with the test proctors to see what worked and what did not work. Some of the information that would be needed included student names and their ID numbers as well as their section numbers. A sample question shown was for students to look at a flyer [can be inserted in only 2 sizes] on the form and to answer questions about it

Silvia: Said a large flyer would be good for visually impaired students to see it better.

Sandra: Replied that was a good idea, but it would be difficult to see for students with smaller monitors. Several drawbacks using Microsoft forms included the completed oral assessment form would need to be graded at a later time, students could not use a phone to complete it, and a tablet was going to be used to see if it could be used or not. An advantage with using Microsoft forms was that a large number of students could be assessed at the same time.

14. Questions, Comments, Suggestions:

Jarek: Showed the final draft of the ESL Program Mission Statement: The SAC SCE ESL Department serves the diverse adult immigrant community of students to help them enhance their English skills for family, community, career, and academic success. The statement would be added to the ESL Program Review due by April 30.

Silvia: Asked about the requested training by Pat.

Jarek: Answered that it would take place after it was determined how it would be done effectively.

Silvia: Asked about the number of EL Civics needed to be done in the summer.

Jarek: Responded that his recommendation was to do one, but instructors could do more. He would be checking for Sandra's availability in the summer.

Henry: Asked if we could approve the minutes as Jose was in attendance, so he showed Jose the small edits that were done to the draft minutes.

Henry: Moved to approve the minutes with revisions.

Sandra: Seconded the motion and it passed without any nays and abstentions.

Jose: Thanked Henry for taking minutes and making the changes.

15. Adjournment:

Jarek: Moved to adjourn the meeting.

Henry: Seconded the motion, and it was approved with no nays and abstentions and meeting was adjourned at 4:30 PM.

Future meetings: May 4, 2023

SAC Mission: Santa Ana College inspires, transforms, and empowers a diverse community of learners.