

Jarek: Answered that they were available in the past, but it was a lot of effort and time to maintain them, and it was not fiscally sound to have them and there was not much support in continuing to have them available.

Henry: Thought there were paper recycling bins on campus at CEC.

Jarek: Added there were paper recycling bins next to shredder in the break room and in Admissions & Records at CEC. Jarek would be checking on that with Jim Kennedy.

6. Reports and Updates

7. Chris, Dean: (5 minutes)

- Shared that the ESL Program had generated 772 FTES, enrolled 5,900 students, and hired 4 new ESL faculty.
- Added that Ivonne Pittman, Student Services Coordinator, had joined the ESL Program to help Chris with community sites for ESL classes. There were 18 community sites and Chris was opening up 7 more.

Jarek: Commented that the number of new community sites for ESL classes was growing tremendously and there was demand for them in the community.

8. Chairs' Reports (20 minutes):

Jarek Janio, Chair (10 minutes):

- Reported that ChatGPT had made significant changes, and he could create his own avatar for an ESL class.
- Added that a California Community Colleges foundation had paired up with an organization that created AI entities, and he was in a course to learn to generate prompts of behavior for an avatar. For example, how to have the avatar focus on topics of discussion within an instructional context such as teaching the present perfect tense to include visuals. Jarek would be providing a small demonstration in the May ESL Department meeting to show what an avatar could do. He was in contact with other noncredit ESL people from other community colleges and adult schools regarding that topic.

Silvia: Mentioned receiving an email from distance education to take a course on AI but due to a high demand for the course it was full so there would be workshops on AI in the fall.

Jarek: Answered that AI could do many things like a person, and it never got tired. Jarek gave the example of Zoom which was not well used prior to COVID-19 but now it was very popular. The same thing was happening with AI.

Nancy: Added that she researched AI and it was a time saver with a huge database which was able to help to do a grammar lesson. She noted that it made mistakes so we needed to check its work.

Henry Kim, Co-Chair (10 minutes):

- Reported in the same meeting with Jim and Jarek that Valley High School in Santa Ana would be soon offering many of our ESL classes like in the past when it had many ESL students on campus prior to COVID-19. So, community sites were growing in size now and offering a lot more ESL classes.
- Responded to an earlier comment about digital literacy objectives by explaining and showing where digital literacy learning objectives were found in the core ESL CORs. Henry added that digital literacy skills were taught by Career Education and not by ESL. An example COR he used was the Literacy COR which was a shared COR with SCC CE ESL, and the digital literacy objectives in the COR to teach were icons, emojis, and basic computer terminology. He also showed Beginning Low and Intermediate Low CORs which also included a few other digital literacy learning objectives. He added that digital literacy objectives were integrated into the four language skill areas in the CORs.
- Provided an updated SCE counseling request form which still required a 2-week notice for in-person or via Zoom for hybrid class presentations and included a new topic called healthcare pathways.

Minutes of April 4, 2024 ESL Department Meeting

Jarek: Added that he already had students in his class create ChatGPTs to explain to them for example the present perfect tense or in lieu of a textbook to have summarized texts in different tones with reinforced grammar points quickly and comprehensively.

9. Cheryl Bucholtz-Magallon (5 minutes):

- Reported about the monthly community building faculty meetings and some topics discussed included outside activities, scavenger hunts to practice directions, vocabulary lessons, different emotions, phone policies, and to use maps to find places such as the Welcome Center [at CEC] and counseling offices [at CEC]. An ESL teacher at SAC said the class listened to an astronaut speak and the class visited other places to learn more about SAC. Cheryl talked about the need for workshops on using the various resources available in Google Suite and AI to help classes. At the meetings, some activities that were discussed may be repeated such as conversation group activities with possible new ones in the future.

Jarek: Thanked Cheryl for the meetings.

Nancy: Asked Cheryl how many students she had in her Literacy level course.

Cheryl: Answered about 24 were attending regularly and the level was needed. She added that the Literacy level would be offered again in the morning in the summer, and a new section would be added for evening students.

10. Henry Kim (10 minutes):

ESL Curriculum

- Focused on ESL certificates or programs and explained there were 4 programs which were receiving enhanced funding: ESL, ABE, High School Subjects, and Career Education. Those programs had to offer certificates to receive the higher funding amount. In SCE ESL, there were 16 certificates and at SCC CE ESL, they offered 14 certificates. Henry said a minimum of 2 sequential classes had to be offered in ESL certificates. He added that there were 10 shared ESL courses with SCC CE ESL.
- Asked that ESL faculty not forget to grade their students so that when students had passed the correct sequential courses in ESL certificates, they could earn them. Henry mentioned that Sarah Salas was the staffer who worked on issuing students ESL certificates.

Nancy: Asked if a student in her Beginning High course had passed her level would the student receive a certificate.

Henry: Answered yes, for example, a beginning certificate contained two required Beginning Low and Beginning High courses, so if the student passed the higher level, then by default the student had earned the certificate.

Nancy: Wondered how long it took Sarah to award students ESL certificates.

Henry: Answered since Sarah had her own duties to work on, and she had to review completed certificates for 4 programs, it may take a longer time to do it. He added that ESL faculty did not have send Sarah a list of students who had passed their courses.

ESL Lab

- Updated everyone that the new furniture for the ESL Lab was on hold as per Chris.

Chris: Said an insurance company had to approve a bond to get the new furniture purchased, delivered, and set up by June 30, [2024] by the vendor. Chris mentioned that if the new furniture request did not go through, a new request would be completed and if needed made with a new vendor.

ESL Textbooks

- Said an updated ESL core textbook list was being worked on with Raul Quinonez for summer intersession in-person ESL classes.

Norma: Needed the instructor's manual for Ventures to borrow for her class.

Minutes of April 4, 2024 ESL Department Meeting

Henry: Responded that he would work on her request and added that Side by Side Plus assessment packets for books 1, 2 (not available anymore), 3 and 4 had been ordered.

11. Jarek Janio (10 minutes):

English Literacy and Civics Education

- Repeated that there were 3 EL Civics packets to complete in the spring and fall semesters, and one in the summer, and 30 hours of instruction preceded EL Civics assessments.

Cassandra: Asked for summer if there were new EL Civics topics to work on.

Jarek: Answered Sandra Watts would be emailing out the EL Civics topics for summer.

CASAS Testing

- Said since the second wave of CASAS testing would take place after spring break to be sure to have students take the tests.
- Added the CASAS Update Form would need to be completed at the end of the semester as students leave the ESL Program. The data was reported to the federal government to show how faculty were teaching their students, and how well their students were learning.

Silvia: Asked how many CASAS tests and EL Civics packets to do in the summer.

Jarek: Answered since the federal government and the state focused on fiscal year dates which were July 1 to June 30, students had to have a pretest and posttest on record and then EL Civics and citizenship assessments would count [for benchmarks].

Nancy: Asked if late enrolled students had taken one CASAS test, would they need to take a second CASAS test.

Jarek: Answered not really but it would be good for them to take a second test after May 15 and before June 30 because their test scores could be moved to the new fiscal year to make them count for benchmarks.

SLOs

- Reminded everyone that the SLO survey would be out in the beginning of May.

12. Other

Henry: Talked about doing the fall ESL Department meeting in person. Some options to hold the meeting were to do it in one in-person session or a second one in Zoom. In addition, having it videotaped or not and to include refreshments were also discussed.

Jarek/Cheryl/Nancy: Added an option of having it both in-person and Zoom may help increase faculty attendance and participation.

13. Adjournment:

Silvia: Moved to adjourn the meeting at 4:33 PM.

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

Future meetings:

Fall 2024 (TBA)

*Santa Ana College inspires, transforms, and empowers
a diverse community of learners.*