

Minutes of December 1, 2022 ESL Department Meeting

ESL Department Meeting Minutes

December 1, 2022, 2:30 p.m. to 4:30 p.m.

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

Attended (15): Ana Arias, Jolanta Buzdygan, Patricia Davidson, Jarek Janio, Henry Kim, Chris Kosko, Lilimar Lunar, Jose Lopez Mercedes, Rupali Mukherjee, Silvia Rodriguez, Patty Sanchez, Helen Serrano, Shane Uesugi, Sandra Watts, Merari Weber
Absent (3): Tim Chavez, Leonardo Patino, Ann Tran
Guests: None

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

Jarek: Welcomed everyone and said to email him for any technology issues or with opening the meeting Zoom link.

2. Public comments (3 minutes):

Silvia: Asked if the meeting link would be the same link for the next ESL meetings.

Sandra: Added that she had also copied the Zoom link and had some trouble opening it as well.

3. Approval of the agenda (5 minutes):

Silvia: Moved to approve the agenda.

Patty: Seconded the motion and agenda was approved with no nays and abstentions.

4. Approval of the minutes (5 minutes):

Henry: Said he had received some edits and would take care of them right away.

Merari: Moved to approve the minutes with amendments.

Sandra: Seconded the motion and they were approved with no nays and abstentions.

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

Jarek: Asked if a group picture could be taken.

Helen: Replied that Ana would be joining the meeting in 10 minutes.

Patty: Asked if Leonardo would be attending the meeting, and Jarek said he had received a message that he couldn't attend the meeting.

Merari: Suggested to use the timer for the agenda items.

Jarek: Mentioned that he had received an email from Jim Kennedy that noted the transition from WebAdvisor to Self Service would be better in the spring. So, more guidance and communication would be forthcoming for the spring semester.

Jose: Added that on Wednesday during flex week, there would be Self Service training and Pat Alvano would be present during the training. The training information would be available next week after spring flex scheduling has been put together.

Silvia: Wanted to know whom to contact if someone were to have an idea to improve something in Self Service.

Jarek: Responded that the person could email him or Chris. Also, the person could email ITS and copy him and Chris so they would be aware of the discussion. Any of the full-time faculty could address Self Service issues as well.

Silvia: Asked if she could receive feedback for ideas regarding Self Service.

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Jarek: Answered when the district purchases an extensive program which for example may include a database to keep track of attendance for thousands of students, there would be requests for some customization. Ideas could be emailed to ITS for feedback.

Silvia: Provided an example of an on campus instructor where if a student had attended 4 hours and was not returning so the student was given a grade. But the student still appeared on the instructor's roster so would the issue needed to be reviewed.

Jarek: Replied back saying that he had received feedback that it would be reviewed.

Jose: Added for distance education students who had been graded were dropped from the list, so they do not have access to the course.

Patty: Asked for ESL instructors at SAC and if grades would be done via WebAdvisor or Self Service and about promotion certificates that instructors were to hand out at the end of the semester.

Jarek: Answered that grades could be done via WebAdvisor until December 31, 2022.

Merari: Added that Chris had sent out an email regarding certificates and certificate paper could be requested through Erica Jaimes and the certificate templates were in the toolkit.

Silvia: Said that we should not be issuing certificates that were being sent out by somebody, but we could pass out in-class certificates.

Henry: Said he would send out an email regarding certificates. He clarified that a Certificates of Completion were offered by the Career Education Program and Certificates of Competency are offered by the ESL Program. For SCE, Sarah Salas, SCE Graduation Specialist, was the staffer who reviewed students who had passed their courses to see if they had earned ESL certificates. It took time to research passing grades so instructors should let their students know that an email may be sent to them from Sarah letting them know they had qualified for ESL certificates.

Rupali: Asked what type of certificates could be given to students in class.

Jarek: Said that the type of unofficial in-class certificates provided to students was up to the instructor.

Rupali: Brought up an issue which was that there was only one ESL 304 remote live Saturday section available to her ESL 303 students who were passing so it was very limiting. Her class was Intermediate Low from 11 AM to 2 PM, and they liked remote live instruction and many of her students had tried hybrid instruction but then went back to remote live instructors. She wanted to know what to tell her students.

Chris: Answered that a class could be started, but it would need an instructor to teach it. For remote live sections, the instructors would need their OTC training. She would be flying a position to see who would apply to teach it.

Shane: Asked Chris if it would be possible to offer an Advanced High remote live class on Saturday from 8 AM to 12 noon since he had about 7 to 10 students in his Saturday Advanced Low remote live class being promoted.

Chris: Said she could fly a position to see who may be interested in teaching it.

Jolanta: Asked if assignment letters had been sent out because she had seen her Saturday remote live Intermediate High class in WebAdvisor but had not received her assignment letter for it. This related to Rupali's concern about not seeing available sections for students to register for them.

Rupali: Confirmed that the only class she saw was for a Saturday class which was Jolanta's section. But some of her students would like a Monday to Thursday instead of a Saturday class.

Chris: Answered that Alan Casas would be sending out assignment letters on December 8, 2022.

Merari: Asked if Jennifer Hoeger could be emailed to find out if available spring courses had been updated in the web for example if registration buttons had included spring ESL courses for students to see. Several attendees added that was a problem as well for their students for find available courses. This issue might be affecting registration for spring. Another example Merari provided was about her ESL 491 course which was open but on the web it showed as unavailable.

Patty: Mentioned contacting Nicole Gallegos because she let her know that instructors' sections could be found in the searchable schedule and that was how students were able to registers for sections but they may not be showing up in the registration buttons. The website for students to register for classes was being

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updated by Jennifer Hoeger and Nicole Gallegos. Patty's understanding was after Alan Casas inputted instructors' assignments into a system it automatically was uploaded to the web.

Shane: Noted for his students, the best way to register for classes was to go to the SCE homepage.

Patricia: Commented that she was finishing up EL Civics assessments and she had been trained well by Sandra to grade them herself. Patricia added that she would be teaching on campus in January rather than teaching remote live. She was looking forward to teaching on campus.

Silvia: Referred to the previous meeting minutes to say that it seemed that people needed to connect with other people teaching the same level in person. So, for people teaching at CEC, maybe they could meet at a convenient time on a regular basis to find out questions they may have and a person could listen to them. In addition, this could apply to remote live and hybrid instructors as they would have questions as well.

Jarek: Responded that was the reason why professional development activities and Friday trainings were provided to help answer questions from different instructors. In addition, ESL Department meetings were being held monthly to communicate with the ESL Department.

Rupali: Asked about EL Civics grades and a timeline of when to expect them after having completed the first two EL Civics lessons and starting on the last one in her remote live course. She had not received grades yet from the CASAS Office for the first two completed EL Civics assessments.

Sandra: Replied that she had graded some assessments last week and was going to double check with Yuri Betancourt on how she would be sending out the graded scores to instructors.

Jarek: Added that some instructors submitted their assessments when they were due for grading so grading them on time was difficult to complete. He suggested setting up several fixed due dates to help with grading and returning assessments back to students prior to the end of a semester.

Rupali: Asked who to contact after having completed EL Civics grading training by Sandra.

Sandra: Responded that after a test proctor completed EL Civics assessments Sandra and Yuri would need to meet to see if perhaps the proctor could send the assessments back to the instructor and then the instructor could complete the grading part and return them. Sandra was working on it with Chris as it required funding and other pieces needed to have it organized for next semester.

Jarek: Volunteered to take a group photo to be uploaded on the ESL site in the intranet.

Helen: Mentioned when she looked up her flex credits, they were not updated so asked if she would have to contact the workshop presenter.

Jose: Asked if Helen had looked at her transcript to see if it was pending or not. In regards to her report, Helen would need to refresh it to view the completed hours. Jose offered Helen assistance to show her how to do it.

Silvia: Chimed in saying that she had also done it through Gateway, and she had taken a lot of classes this year. Since she had not yet received flex credit by September from some of the presenters, she had emailed them and some said they overlooked it. Silvia's advice was to double check in Gateway to see how many flex credits were completed.

Helen: Mentioned she had attended a faculty reconnection and orientation series meeting on November 18 and had not receive credit for the two hours that she attended.

Rupali: Noted that she had received credit for it.

Jose: Used Helen's transcript in Gateway to show how to switch filters from Active to Completed in which Helen's November 18 workshop showed as completed. Jose then showed in Reports that Helen had last refreshed her Reports screen on August 31, 2022 so he clicked on the Refresh button on the upper right top corner and then he clicked on View Details to show her completed workshops. Jose had been providing Gateway training for a long time and will continue to offer the training next semester. This term, Jose had offered one training face-to-face and one virtually, and he would be offering two more next term.

Patty: Asked Jose if he had thought about having cluster videos to fall back on for instructors in the toolkit on how to check flex credits in Gateway.

Jose: Answered he could do it as well.

6. Reports and Updates

7. Chris, Dean: (5 minutes)

- Reported that there were four pending ESL applicants that were with People & Culture, and she was waiting to hear back regarding their status.
- Noted there would be five community sites, and she was working with Nicole Gallegos on opening up additional sites. An instructor could email Chris if the person was interested in teaching at community sites.
- Added there were two open combo (Beginning Low/High and Intermediate Low/High) sections openings from 6 to 9 PM at SAC AEC. Chris would be flying those positions since those assignments were declined by the instructors who were assigned to them for spring.

Silvia: Asked Chris to clarify if the two instructors had declined their assignments at SAC.

Chris: Confirmed that they had declined their spring assignments at SAC AEC.

8. Chairs' Reports (20 minutes):

Jarek Janio, Chair (10 minutes):

- Updated everyone that he had send a number of reminders regarding EL Civics, CASAS and CASAS Update Records.
- Commented that WebAdvisor would continue to be available through the end of the semester, and instructors would not do the same things in Self Service.
- Announced that the [district] had approved the hiring of a full-time ESL instructor for the ESL Department and a job announcement was being finalized and would be sent out so instructors could apply for it. It would take time to have everything ready, and the district had approved this position.
- Reminded everyone that district HR was now called People & Culture, and he had sent out a student learning outcome survey.
- Mentioned that the WIOA grant which governed CASAS activities was up for renewal and due at the district office by December 6. Jarek was grateful to those who helped to complete the grant.

Merari: Noted that since the full-time ESL instructors were in the hiring committee, they would not be able to talk about the position or give tips.

Jarek: Advised if instructors had questions, needed guidance, or needed to find out the rules, they should contact Chris.

Henry Kim, Co-Chair (10 minutes):

- Posted in the Zoom chat reference to CEFA section 16.4 information regarding posting of attendance records to ask instructors to post their attendance hours after having taught **on campus [or remote live]** classes. In addition, instructors would need to drop their "no show" students. The request came from Jim Kennedy and Chris and they note some of the benefit. First, they noted for a class with low enrollment additional students could be placed in the class or sent from overflow or wait lists much quicker. Second, Chris could see which class had too many students and which had very few in order to balance the two class enrollments so classes would have similar numbers of students. And, if possible, students could be moved to the smaller classes from impacted classes that were held at the same times.

Jose: Asked if the CEFA language was from the new CEFA contract.

Henry: Said the language was from the Faculty Guide and the ending CEFA contract was in 2024 so he asked Chris if the language was current.

Chris: Answered she would review the contract.

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Merari: Asked how new students were being placed starting December 1. For example, if a student had registered for Advanced Low, would the student be placed in Intermediate High so the student would not be so overwhelmed in a class that had already been in progress. So, would it be possible to request that the student be placed in a level lower?

Henry: Recommended referring to Jarek for guidance with this question, but from experience it also could be that the student may want to try the level the person was placed in so at the point, a conversation with the student would be good to have. But registration procedures have changed since COVID-19 so we should discuss that issue with them.

Henry: Added that the late start idea of hybrid sections may help as well in regards to offering a later registration as an option.

Jose: Noted and asked about the late start date being on the course syllabus templates.

Henry: Answered there would be a disclaimer for those teaching the late start courses.

Rupali: Asked who would be responsible for re-enrolling students back in their classes after they had been dropped as “no shows”?

Henry: Answered that the hybrid or DE instructors would initiate the re-enrollment request of the students to the registration office with a reason, but for on campus students, they would go to the registration office to make their request. The drop grade would need to be removed so that the students could come back to class.

9. Merari Weber (5 minutes): SAC AEC

- Reported that she had met with the morning teachers and would be meeting with the evening teachers later on. Two of the evening teachers have been assigned to different sites in the spring so Merari was hoping faculty would be requesting to teach their courses. Merari was teaching one of them, and she noted that SAC AEC was a very nice site with a lot of benefits. She was grateful for the evening classes, and a conversation class was planned for the spring.
- Noted an ongoing issue was when students were taken to the computer lab at SAC, there was a firewall so CASAS testing was not easy to do as some computers would allow it while other computers would not allow it. Eric Gasner had been speaking with Yuri Betancourt about that issue. Merari had reserved lab time, but had not received confirmation yet as SAC class reservations needed to be done. Merari asked if laptops could be used, or if CASAS testing could be done manually. Yuri was using the lab at SAC for CASAS testing but the firewall issue was preventing the testing to be done fully. So, there should be a room at SAC to do CASAS testing.
- Shared that faculty parking permits would be paid by their union [CEFA] so that was good news. But for bus passes, students were still required to go to CEC for them. Janet Cruz was still working on it as it was a student equity issue.

10. Henry Kim (10 minutes):

ESL Curriculum

- Mentioned that course syllabus templates for Spring 2023 were being revised and should be completed soon. The holidays and spring break dates had been added to the templates.
- Clarified as per Chris that the last day of spring instructor would be May 27, 2023.
- Reported that instructors could now download their course outlines of record (CORs) from the ESL page in the district intranet.
- Added that on the ESL page will soon include certificate summaries so students could read what they were able to earn after having passed their courses.

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ESL Lab/English Language Lab

- Updated everyone that a new ESL Lab instructor, Cristina Alvarez had been assigned by Chris to teach from 2 to 4 PM in the lab for spring. Christina had already visited the lab and spoken with several ESL instructors.
- Added that ESL Lab instructors were there to support other instructors' students.

Chris: Said that Christina was working and teaching a conversation class at North Orange, and she had experience teaching in an ESL Lab.

ESL Textbooks

- Mentioned that prior to COVID-19 during an ESL Book Committee meeting the members had reviewed a new series entitled Center Stage by National Geographic and approved it to be field tested for community site instruction. We were hoping to get some class sets and the textbook pictures were multicultural and included quality pictures.
- Instructors who were using textbooks had been placing their book orders through the SAC Don Bookstore so Henry thank everyone for supporting the SAC bookstore. The SAC bookstore was a nonprofit unlike Amazon or eBay and any income that was generated went back to student services.

Merari: Mentioned that Lisa Wing at SAC AEC had purchased a DVD entitled *The First Grader* so Merari asked how it could be funded to be used for course content.

Henry: Asked Merari to send an email to Jarek and Chris about the request.

Silvia: Asked if CEC would be having a bookstore again.

Henry: Reiterated that at the prior department meeting he had mentioned that Nicole Gallegos would be providing information about the CEC Bookstore being opened as part of student services during the first two to three weeks of class to provide textbooks that were purchased through the SAC Don Bookstore.

Rupali: Asked why there was no permanent staff for the CEC Bookstore and added that students would be more motivated to buy textbooks if there the CEC Bookstore was reopened.

Henry: Answered the two staffers who were there at CEC before had retired, and they were on loan from the SAC Don Bookstore. Nicole would be sending information about new student services for 2 to 3 weeks at the CEC Bookstore but there were staffing limitations by the SAC Don Bookstore. Henry added that the former CEC Bookstore had also stocked books for purchase for other programs such as Career Education and High School Subjects.

11. Jose Lopez Mercedes (5 minutes):

Professional Development

- Noted that today was December 1 which was the last day of fall flex so please check to ensure everyone had received flex credits for the activities that were completed.
- Said that tomorrow he would be running a report to submit to deans, and the report would show who had not completed their flex obligations. Deans would be contacting those who have not met their flex obligations.
- Mentioned that the [CEFA] contract was changing, and they had come up with a new collective bargaining agreement (CBA). Jose shared a letter and new flex terms which would require that all instructors teaching all modalities be assigned or required to do flex based on LHE and the number of weeks of instruction. Jose added that assignments that had started 7 days after the start of a term would not require or have a flex obligation. But for those assignments scheduled for the faculty after the first day of the term would follow the new formula in the contract: $(LHE \text{ of assignment} \times 30) / \text{number of instruction weeks in term} = \text{flex hours obligation for the semester}$. Jose would be posting the information in the PD Gateway and the flex obligation hours would be generated for the faculty to complete. In addition, flex obligation hours would be included in the assignment letters.
- Added that Evelyn Elmore had provided workshops on new flex obligations as well.

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- Reported that SCE Spring Professional Development Week would be conducted from January 4-6, 2023. The theme for the spring was Reimagining Instruction with JEDI [Justice, Equity, Diversity, and Inclusion].
- Reminded everyone that workshop proposals were being accepted until tomorrow. For the 3-day flex week, on Wednesday, there would be online workshops and they will include training on Self Service and on health and wellness. On Thursday, the plenary speaker Diego Navarro would be presenting: *Inquiry into Constructs that Instill a Culture of Dignity: Creating Conditions of Belonging & Psychological Safety for Students of Color (Virtual)*. Department meetings would also be held on Thursday, and on Friday, there would be on campus workshops. Since Christine Gascon would be providing lunch on Friday for attendees, Jose mentioned the possibility of creating breakout sessions for conversations by levels or interest groups while having lunch.
- Added that the ESL Department was looking into bringing in speakers that would relate to growth mindset as well as pronunciation experts during the semester. In addition, during flex week, a librarian from SAC would be providing workshops to introduce some courses to students on how could use library resources at SAC.
- Recommended for flex or during the semester presentations that interested flex presenters complete the workshop proposal form no later than tomorrow for spring flex, but other proposals could be submitted for later during the semester.

Merari: Suggested presenters could present with one or two other presenters to get extra flex credit and to connect with other faculty.

Distance Education

- Reported that noncredit DE templates [in Canvas] get populated for our courses thirty days before our classes start and that was done in collaboration with the instructional designer.
- Showed the new Resources module for student services in Canvas which had included SCE locations, a Student Help Desk, where to access computers, library and tutoring services, the Learning Center, counseling services, safety & security, and health & wellness information. As a reminder, to use this template with the current information and it would be self-populated in Canvas after our courses were created 30 days before the starting date.

Merari: She added that in the spring, mental health support would be offered to our students even though they did not pay any [school] fees. That option would be available in the template Jose was discussing in the Resources module in Canvas.

Shane: Asked if students would be able to see the services in their Canvas course shell.

Jose: Responded that they would already be automatically added to instructors' Canvas shells for the spring semester 30 days before the beginning of the term.

Merari: Reminded Shane not to import the information module because it would override what was already in it. The recommendation was to keep the new information so just to import your module by module and not the whole course.

- Announced that OTD training through @ONE would be offered to 30 faculty members in the spring from February 18 to May 13, and he would be emailing out instructions. Interested people would need to respond by completing the interest form no later than December 9.

12. Yuri Betancourt (5 minutes): Not present Comprehensive Adult Student Assessment System (CASAS)

13. Sandi Watts (5 minutes): English Literacy and Civics Education (EL Civics)

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- Thanked everyone for doing EL Civics and turning them in. EL Civics assessments were being graded and with a new system in place, things should be smoother.
- Announced spring EL Civics COAAPs were being completed, and Sandra was going to repeat her workshop on how instructors could grade their own EL Civics assessments including those completed in remote live courses in January.

14. Tim Chavez (5 minutes): Absent ESL Community Sites Coordinator

15. Patty Sanchez (5 minutes): Workforce ESL updates

- Reported that a few weeks ago, a student interest survey was sent out to intermediate to advance level instructors to find out if they were interested in taking contextualized classes for auto technology, biotechnology, culinary, and medical professions. Eighty-seven students had taken the survey and indicated what days and times and which teaching modalities they wanted. The modality students wanted most was remote live followed by in person and hybrid modalities. In addition, students surveyed expressed interest in Saturday classes since they may be taking core ESL classes during the week.
- Shared data of the survey results that indicated for example, for the 20 students who had been interested in taking a biotechnology class, eight preferred learning via remote live, and eleven wanted to take the class on Saturday. The information was shared with Chris and on November 15, Chris had flown a position for those classes. These classes were important for ESL and Career Education and part of integrated education and training so students would be receiving the language component and also workforce skills training for a career pathway.
- Reported that Northgate was part of Western Association of Food and Chains includes many retail stores and the director in charge of the retail management certificate asked for ESL classes for their associates to upscale them. Two other supermarkets had expressed interest in the ESL classes and arrangements would be worked on with the ESL Department. That was great news to be able to upskill the retail associate's language skills for them to be able to advance to other positions and be promoted. The idea for certificate was to motivate the employees to develop their leadership qualities, attain the ESL learning support for the ESL classes, and move to SAC courses to take the certificate.

Shane: Asked about the auto tech class and lab at Lincoln, and if it were going to be similar to Pep Boys where one part would involve office work and the next part would be the auto shop.

Patty: Explained that the auto tech class would be offered on Fridays at Lincoln Education Center. Students in that class would take the English for Work class in the morning and then take the lab portion in the actual auto course. Students would then need to take an additional class to receive a [Career Education] certificate. Noncredit students could then transition to take programs available on the credit campus that offered different certificates such as in auto technology, biotechnology, culinary and medical professions that lead to employment.

Merari: Mentioned that some of the auto tech students who had completed the certificate had secured jobs in a high demand occupation prior to completing the certificate.

16. Questions, Comments, Suggestions:

Merari: Asked for a timer in our ESL Department meeting to stay on time.

17. Adjournment:

Jarek: Asked for motion to adjourn the meeting at 4:30 PM.

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Merari: Moved to adjourn the meeting.

Jose: Seconded the motion and adjournment was approved with no nays and abstentions.

Future meetings: January 12, 2023, February 2, 2023, March 2, 2023, April 13, 2023, May 4, 2023

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