

# Minutes of December 7, 2023 ESL Department Meeting

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## ESL Department Meeting Minutes December 7, 2023, 2:30 p.m. to 4:30 p.m.

Zoom link: <https://rscdd-edu.zoom.us/j/91234567890>

<b>Voting Members Attended (10):</b> Jarek Janio, Henry Kim, Cheryl Bucholtz-Magallon, Jayshree Lederman, Lilimar Lunar, Norma Olivares, Nancy Pakdel, Cassandra Pham, Silvia Rodriguez, Shane Uesugi
<b>Absent (1):</b> Chris Kosko
<b>Guests:</b>

### 1. Welcome and introductions (5 minutes):

**Jarek:** Welcomed everyone to the final 2023 ESL Department meeting. The next ESL Department meeting would be on February 1, 2024 and no meeting on the first week of January due to flex week.

### 2. Public comments (3 minutes):

**Jarek:** Asked for attendees to return their timesheets back to him on time.

**Nancy:** Said she needed the timesheets after the meeting.

### 3. Approval of the agenda (5 minutes):

**Cheryl:** Moved to approve the agenda as submitted.

**Silvia Rodriguez:** Seconded the motion, and it was approved with no nays and abstentions.

### 4. Approval of the minutes (5 minutes):

**Cheryl:** Moved to approve the minutes as submitted.

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

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

**Silvia:** Asked who was in charge of the copier in the CEC Resource Center because it was very small so faculty could not make enough copies there. Silvia asked if there could be a schedule for duplication hours and days at CEC. The evening duplication staffer was on vacation, so some faculty had to use the copier in the front office to make their copies, but it was not comfortable doing large amounts of copies. Silvia was concerned there would be only two intermediate low teachers at night instead of three next semester so there would not be enough Intermediate Low classes for many of her passing students to enroll in.

**Jarek:** Said he would be checking with Chris regarding the need for a third Intermediate Low instructor.

**Norma:** Added that the new printer did print in color and black-and-white, and it was also a copier. Her concern was when instructors were printing certificates and making copies that slowed everyone down. Norma also asked if the duplication staff would be able to print out certificates like they did at SCC CE.

**Jarek:** Talked about the certificates, and he would be checking on Norma's question.

**Norma:** Asked if certificates could be printed by duplication staff at CEC as the staff did them for her at SCC CE for her classes and they did them by using her rosters.

**Henry:** Noted that faculty needed to use the technology and equipment in their rooms and at the CEC Resource Center to do their in-class certificates.

**Nancy:** Mentioned she would be doing a short placement test for her students during the first week to see if they were misplaced. She said students needed more guidance regarding placement.

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**Henry:** Suggested calling it something different such as a survey because placement tests were not allowed to be used anymore.

**Shane:** Agreed to Nancy's idea and maybe to call it like a consultation. Shane was more concerned about students' technology [proficiency] levels in a hybrid class as his students didn't know how to use Zoom for example so he produced a module 1 for technology onboarding.

**Norma:** Added that she also spoke to her students in the beginning and if they were able to use English tenses, she encouraged them to try the next level.

**Cheryl:** Talked about students could take the CASAS reading and listening tests earlier to see what they knew or needed to learn, but they may be confused by the assessment results that may say level 4 for example which was indicating Intermediate High.

**Norma:** Talked about security being needed for evening emergencies at Remington and security had to be around to help.

**Jarek:** Suggested that Norma call security at SAC as they were supposed to contact security at Remington.

**Cassandra:** Noted a strong odor coming from D-108. She heard that it was from skunks under the room so they were removed.

**Norma:** Asked about the monthly meetings at CEC, and if they were going to offer flex hours.

**Cheryl:** Responded she was planning for spring meetings with flex hours.

### 6. Reports and Updates

#### 7. Chris, Dean: (5 minutes)

- Not in attendance so no report.

#### 8. Chairs' Reports (20 minutes):

##### Jarek Janio, Chair (10 minutes):

- Reported scamming and phishing attempts have been growing so cybersecurity was a big problem in the district. So Jarek reminded everyone to log off after using their computers in ESL classrooms.
- Talked about the number of faculty completing their OTC training was low as just one person [from ESL] had recently completed it. Jarek added that hybrid sections were growing so there was a need for more instructors with OTC training.

**Cheryl:** Noted that since Outlook was a separate application, she advised logging out of a computer and also from Outlook and the SAC homepage.

**Norma:** Explained that at classrooms where she had subbed, when she used the computers and logged into them, there were previous persons' mailboxes still opened so she had to sign them out.

##### Henry Kim, Co-Chair (10 minutes):

- Focused on addressing marketing information on the web for the ESL Program levels. Some of the issues he raised included Literacy was missing and the Beginning Low verbiage fit the missing level better.

**Silvia:** Suggested adding arrows after no and yes with the next steps.

**Cheryl:** Added maybe to add specific wording such as if no to register for Intermediate Low or if yes to register for Intermediate High and each level could be separate pages.

**Shane:** Said maybe to hyperlink where it says "register now" and to add the words sample work.

**Henry:** Suggested he could present some of the changes to marketing to add Literacy and revise Beginning Low and there was consensus.

**Norma:** Brought up that some students from the Middle East did not use the same alphabet for English, so literacy instruction would be good to offer them.

**Shane:** Suggested for each level to add a brief piece or in the description at the beginning for the COR such as the past tense with examples that would be covered.

### 9. Cheryl Bucholtz-Magallon (5 minutes):

- Reported that for her literacy class enrollment had increased from 5 to 25 students so in spring 2024 there would be a dedicated literacy level and not a combo Literacy/Beginning Low class as was currently being offered.
- Provided an update on marketing requests from Jennifer Hoeger such as pictures of students engaging in fun activities or holiday activities. Those pictures may be uploaded onto Instagram or Facebook. Students that were photographed would need to complete a permission form, and they were available through Jennifer Hoeger.

**Norma:** Said maybe call Literacy as the first basic ESL class and there was agreement.

**Silvia:** Asked Cheryl for the permission form.

### 10. Henry Kim (10 minutes):

#### ESL Curriculum

- Showed where ESL curriculum items and the in-class certificate templates were housed in the district intranet.

**Norma:** Brought up the issue of CDs being phased out so it was not easy to provide audio assessments for Side by Side Plus textbooks.

**Henry:** Responded that he would look into it for her and get back to her.

#### ESL Lab

- Updated everyone that the ESL Lab at CEC would be getting some new furniture and the next room D-108 would be used as an overflow room when it was not being used as an ESL classroom. There were guest speakers and conversation groups being held in the ESL Lab.

#### ESL Textbooks

- Shared the SAC Campus homepage to show a list of Beginning High Fall 2023 faculty who had requested textbooks for students to purchase online, and how they would select their instructors' sections to review the book prices.

### 11. Jarek Janio (10 minutes):

#### English Literacy and Civics Education

- Reported that in discussions with Jim Kennedy, it was mentioned that four instructional assistants were going to be hired for ESL because of the backlog with CASAS and EL Civics testing. The ESL Program would need to come up with duties for the instructional assistants that were meaningful and necessary.

#### CASAS Testing

- Mentioned that since Yuri moved to SAC, the interim coordinator was Ivonne Pittman for CASAS. Jarek explained to Cheryl that the CASAS Update Record forms had always been available in Web Attendance and now Self Service for in-person instructors but following Covid-19, completing them had to change especially for hybrid instructors since they were no longer teaching in classrooms. Jarek added that administrators had made the request for a different way to complete the CASAS Update Record forms.

**Cheryl:** Talked about the CASAS Updates being available in Attendance Web in Self Service and those were easier to do using Jarek's CASAS Update Record via Microsoft form.

#### SLOs

- No report.

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### 12. Other

None

### 13. Adjournment:

**Henry:** Moved to adjourn the meeting.

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

#### **Future meetings:**

March 7, 2024

April 4, 2024

May 2, 2024

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