

Minutes of May 4, 2023 ESL Department Meeting

ESL Department Meeting Minutes

May 4, 2023, 2:30 p.m. to 4:30 p.m.

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

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

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

Jarek: Welcomed everyone to the final ESL Department meeting in spring. Jarek asked if there were any public comments.

2. Public comments (3 minutes):

None.

3. Approval of the agenda (5 minutes):

Jarek: Mentioned that Jose needed to attend another meeting at 3 so Jarek said it was okay for Jose as requested to report earlier on the agenda before part-timers' voices.

Sandra: Moved to approve the agenda as submitted.

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

4. Approval of the minutes (5 minutes):

Henry: Asked if there were any changes to the minutes.

Merari: Moved to approve the minutes as submitted.

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

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

Ana: Mentioned that she had to sub a class, and there were no instructions to teach the class so she asked if there was a template that would provide information such as the room, room computer login, remote control for the interactive board, or a text for the class.

Silvia: Responded that Ana could create a template.

Merari: Recommended Ana do a flex workshop and have a working meeting with the attendees to come up with a subbing resource template to support the department. The draft would be sent to Jarek and Henry to be reviewed by the department and then forwarded to Araceli or Adrianna.

Jarek: Said we would be able to review and work on the draft form, procedure, or a system.

Sandra: Added that at a different school it had emergency lesson plans on file which could include a general sheet with notes, for example, how to log into a classroom computer, and then the emergency lesson plan was attached with copies of emergency lesson plans.

Henry: Talked about the substitute system that was established in our school and to check for a template in it. Henry added that CEFA should be asked for their input regarding the draft as it may involve extra hours needed by faculty to provide additional notes or information.

Minutes of May 4, 2023 ESL Department Meeting

Silvia: Added that in Self-Service, there was a link to submit a substitute form and that she had used it before, but no one got the information. She recommended that Ana look at the form for the format.

Helen: Supported Sandra's emergency lesson plan ideas. Helen suggested that when an email was sent back from Adrianna after a subbing assignment was accepted, there could be a link for emergency lesson plans based on the appropriate levels that would be ready for use. Also, emergency lesson plans could also be provided when faculty were completing the availability form.

Jolanta: Suggested subs could also use copies of EL Civics lessons located in the office or in Commons. Jolanta added that she had provided the necessary information for a sub when it was needed.

Jarek: Talked about attendance updates and one was about more online classes using census based dates, and those classes did not have to post attendance hours. Jarek provided an update from WIOA that stated for classes that used census dates, posting of daily attendance was not needed or reported to CASAS, but CASAS Update Record forms still needed to be completed. Jarek visited CEC, and the center needed painting and rooms should have gotten new carpets as well as new classroom furniture.

Merari: Recommended that subbing be added as an agenda item for the fall flex ESL meeting for input from faculty.

Shane: Asked if there could be a way in Canvas to get translations of the CASAS Update Record form in different languages for his beginning level students.

Rupali: Reiterated that the translations would benefit her intermediate level students as well.

Silvia: Asked about air purifiers in each classroom at CEC from the prior meeting as she had met with other faculty in the PD Center who had made the same request.

Jarek: Answered that Silvia needed to email Chris for an update on room purifiers.

Chris: Explained that the purchasing deadline had passed in early March so for Silvia to email her and in July she would move forward with her request.

Sandra: Mentioned that there were faculty who could do translations of the CASAS Update Record form as they had done for the student agreements for civics presentations.

Jarek: Said he would ask CASAS to see if there were translated CASAS Update Record forms.

Merari: Mentioned that administration sent a form to register for and participate in the teacher appreciation week that was coming up.

Jarek: Reported that ITS had notified employees that Outlook was transitioning to Office 365 and to be prepared for issues that may come up due to the change. Information that was saved in the prior version was being put back into the new Outlook.

Jolanta: Asked to hear from administration if there was a requirement to provide the same instructional hours for curriculum in hybrid classes in the summer since summer was shorter and the instructional hours for a [core] course was 216 hours. So, there would be a need to pack more information or lessons for students during the shorter summer intersession.

Chris: Responded that summer was compressed or accelerated and the instructional hours would be the same [for example for a core ESL course], so it would be up to Jolanta to decide how she would want to deliver the curriculum for her class.

Merari: Suggested that for modules [in Canvas] already created to open up two modules and guide the students on completing goals for the semester and use the backward design to know if the goals were being met. Each week could have two sets of outcomes to move forward.

Henry: Added that he did a summer survey to determine what students needed to learn more of such as writing skills, and then he suggested reducing the number of similar skill area exercises due to a shorter instructional period.

6. Reports and Updates

7. Chris, Dean: (5 minutes)

Minutes of May 4, 2023 ESL Department Meeting

- Reported for the spring there were 864 FTES and the goal for the next 3 weeks was to reach 1,000 FTES. In comparison, since the current fall semester resulted in 747 FTES, a gain of 250 FTES had been identified so far. Chris asked that faculty continue to post their attendance hours.
- Said a marketing campaign by Jennifer was going well and some events were held at the various main sites and the enrollment numbers were strong.
- Calculated fall and spring FTES hours could bring in an estimated funding of \$8,735,000 from the state for the ESL Department.

Henry: Asked if Chris or the ESL Department could have a voice in the marketing campaign meetings or be able to review what was being advertised based on the resulting funding that was being generated by the ESL Program faculty.

Merari: Mentioned that for things to be shared in social media, there was a form and also a request had to be made so these steps were needed to be done. Merari suggested that marketing handouts should be reviewed by the department chair for things that may have changed.

Shane: Asked Chris if it were possible to offer an Advanced High remote live course on Saturday from 8 AM to 12 noon in the summer and fall.

Chris: Responded that she would get back to Shane with an update.

8. Chairs' Reports (20 minutes):

Jarek Janio, Chair (10 minutes):

- Thanked everyone for attending, participating, providing input, and sharing in the department meetings. Jarek appreciated the many conversations he had had with faculty and worked collaboratively with everyone throughout the year.

Silvia: Asked about timesheets after the meeting.

Jarek: Answered that Erica or Sandra may have sent them in the beginning of the semester. Jarek would be following up on Silvia's question.

Merari: Wondered if the timesheets were being sent to the full-time faculty and coordinators.

Chris: Clarified that for the teacher project, Sandra had sent the timesheets to the part-time faculty in the project [meetings].

Henry Kim, Co-Chair (10 minutes):

- Asked how many ESL courses were being shared with SCC CE ESL and the answer was 13. A total of 18 courses were being offered in the ESL Program at SCE.
- Updated everyone that soon the summer course syllabi templates, updated course outlines, and certificates would be uploaded onto intranet, and Chris would provide the syllabus due date for fall. A copy of faculty's course syllabus needed to be submitted to Erica for fall and spring semesters but not for summer intersessions as per CEFA.
- Mentioned there were four mirrored courses with EMLS at SAC, and they were not being shared with SCC CE ESL.
- Talked about textbooks as an option for on campus or remote live course instructors in the summer so if interested to review textbook email that was sent out to request textbooks from the SAC bookstore.
- Said for the ESL Lab in the summer, Hanna Ngo would also be teaching in the lab [at CEC].
- Discussed the possibility of offering a new on campus section for Literacy students from 8-11 AM at CEC and then those students could continue to extend their learning in the ESL Lab starting at 11 AM.

9. Merari Weber (5 minutes): SAC AEC

- Thanked Henry for his work on curriculum revisions which affected other many changes when they were being worked on.
- Reported that a pre-registration event at SAC AEC for summer was done, and the SAC AEC faculty were registering their students for summer classes.
- Added that the emergency lesson plan idea was good and asked who would have the lesson plans and where they would be stored. Those questions would be discussed at a community of practice meeting later on.
- Reported that a basic writing class would be offered both on campus and via hybrid. ESL faculty at SAC AEC expressed interest in teaching some of the ESL support classes, so they would need to email Chris regarding them. There was an effort to build up the basic, intermediate, and advanced level classes taught in person and via hybrid.

Ana: Thanked Merari for the wooden notepad holders with the teachers' last names on them.

10. Henry Kim (10 minutes):

ESL Curriculum

- Appreciated the EL Civics lessons on community resources and Yuri's test proctors because 4 test proctors came to Henry's hybrid course to administer the lesson assessments, and they did an excellent job. The test proctors asked Henry for his students to email back their completed assessment via photos, so Henry advised everyone to ask their students to email back clear photos of their completed assessments.

ESL Lab

- Updated everyone during his reports.

ESL Textbooks

- Updated everyone during his reports.

11. Jose Lopez Mercedes (5 minutes):

Professional Development

- Mentioned the deadline for spring flex was April 1, 2023, and he submitted a report to the managers and administrators that showed there were about 30 faculty members and 10 from ESL had not completed their flex obligations by the deadline. Employee Services and payroll eventually would receive the report as well.
- Reminded everyone that fall flex would be from August 14 to 18 and the theme was "Equity at the center: All roads lead to completion and student success."
- Reported there were over 35 submissions from faculty to present workshops. Some of the highlights of flex week were the SAC convocation on Tuesday led by SAC President, Dr. Nery, department meetings on Tuesday evening, and the faculty fall meeting by Dr. Kennedy on Wednesday.

Distance Education

- Announced a collaboration with SAC credit via the DE Advisory Committee to develop a faculty handbook for DE instructors, and it would include noncredit. The handbook would be presented to the SAC Academic Senate for approval and after its approval, the handbook would be shared with everyone.
- Noted that due to a power outage, some Canvas course templates for summer instructors were not sent out, so ITS had been working to ensure the templates were available for summer

Minutes of May 4, 2023 ESL Department Meeting

instructors. A new template was going to be developed so there would be tutorials, video guides, and fall workshops given to faculty, so they would know how to use the new template.

- Thanked faculty who completed the DE Survey, and there 50 faculty who participated in the survey.
- Shared that the ESL Program Review which was recently submitted had included an overview of DE, professional development, and some future recommendations.

Merari: Asked if the 10 ESL faculty who had not completed their flex obligations had received any notice about the due date.

Jose: Answered those faculty had received several emails about the due date and even at the ESL Department meetings, they were reminded of the due date.

Jarek: Asked if the number mentioned was a normal amount to expect at the end of each semester, or if there was a concern that the amount was high.

Jose: Responded that it was a percentage, and it meant they did not fully complete their flex hours.

Silvia: Asked if the faculty were aware that their flex obligations had not been completed, and if they were being sent not general flex emails, but specific emails with remaining flex hours to complete their flex obligations by the due date.

Jose: Answered in the reports, the faculty could see their status of flex hours to complete. Jose also sent out emails to explain how to run the reports, and there were tools in Gateway such as transcripts to track their flex obligations. Jose added that his job was not for faculty to complete their flex as that was contractual, so he turned over the report to his manager. Jose was unable to share the list of faculty who did not meet the flex deadline and asked Silvia to check with Chris regarding the list.

Sandra: Added that it would be a lot of work to look up individual reports to be sent specifically to each person.

Shane: Noted that the current flex hours completed sometimes were not current because some attendance hours had not been posted or updated on time. Shane volunteered to do a flex presentation with Silvia.

Jose: Responded he did not have an office and support to help track flex hours being completed or posted by presenters for the many faculty who take flex trainings or present them. With the time provided to Jose, he sent out a mass email to remind faculty to check their expected and completed flex hours, and if there were any discrepancies to let Jose know. Jose asked that faculty monitor their own progress throughout the semester.

Jarek: Mentioned that he had also faced similar issues when he had sent out reminders regarding the CASAS Update Record form or SLO surveys that were time consuming, and some faculty would be requesting additional time to complete them. Jarek added that because faculty had options on completing their flex obligations, we could only provide recommendations.

Merari: Suggested for Silvia to do a PD workshop on best practices in keeping track of faculty's schedules of flex activities which would help faculty to be more aware of flex due dates. Merari mentioned that Rob [Jenkins] in the past was reminding, calling faculty regarding their flex obligations but it was a little excessive.

Jose: Noted in the past, Rob had Maureen [Saunders] who was helping to do those tasks, but Jose did not have someone like Maureen to help him. Jose had provided trainings on how to use the system and there was a guide as well. Jose added that there had to be an initiative from faculty to reach out and ask for support.

Jolanta: Asked Jose what "pending flex credit" meant.

Jose: Answered that it meant a training that was assigned to Jolanta, or a training that Jolanta signed up for but never attended would be considered as inactive. Jose said Jolanta had met her flex obligations, so that message was just information.

Henry: Acknowledged that PD was a lot of work, and he supported Jose and Silvia. Henry suggested for Jarek and Chris to send out a reminder maybe a month prior to the due date to faculty to complete their flex obligations.

Leo: Asked how often PD hours were being updated.

Jose: Answered the hours were updated as soon as the presenter inputted the hours and the system was then updated over the weekend. After the hours were updated, the faculty had to refresh the screen to view the updated report in the dash.

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

- Noted that due to limited staffing, the test proctors provided limited assessment support for online assessments and none for onsite assessments. Yuri said an ideal way to have students tested would be to do what Zakari Yusuff did in which he set up a schedule and accompanied his students in person and in Zoom.
- Reported that the ESL testing percentage was very high, there was 31% for no pre-tests, and 7,000 students qualified for WIOA. Over 1,300 CASAS listening tests were provided since more students had been asking for placement testing that were being requested mostly from the registration office and some coming from instructors.
- Mentioned since there were 3 EL Civics topics with 3 due dates as well as pay points, a reminder about them would be effective.

Jolanta: Asked since she had taught a Saturday remote live ESL course and one EL Civics was required, if she submitted assessments for a second EL Civics, would it change anything and would it count towards pay points.

Silvia: Asked if there was one EL Civics also for in person instructors in the summer.

Jarek: Answered it had to do with the instructional hours so there was one EL Civics due for Saturday classes because they only met once a week.

Rupali: Asked about calculations that were assessed in the banking lesson, if they were part of the course SLOs because some of her students did not do well with them. But almost all of her class had passed.

Jarek: Answered that EL Civics assessments were developed using CASAS guidelines.

Sandra: Clarified that a calculation error resulted in a very small maybe 1 point loss so not to worry about it. She was impressed by what the students had produced throughout the levels.

Helen: Noted that her students had reported to her that sitting for the CASAS test to read the small font size in the CASAS tests gave them headaches, and they felt dizzy. Helen asked if the font size in the CASAS tests could be larger on the screen.

Yuri: Answered that font size was determined by the type of devices students were using and that was why phones were not allowed. Yuri would email Helen after double checking how fonts could be enlarged on screens. Yuri added that there were bigger test booklets for testing, but sometimes when they are enlarged on a computer screen, they were harder to read.

Sandra: Added that for in-person testing, students were able to enlarge the font size on the computer screens.

Merari: Suggested doing an orientation on how to zoom in and zoom out, and it may address accessibility issues. Merari also added that some of her students used their personal living information which she suggested not doing.

Leo: Asked Yuri for the information she would be sending to Helen regarding font sizing as he had a student who had difficulty in reading a CASAS test booklet.

Yuri: Responded back to Leo that he could ask for extra assistance for CASAS testing. Yuri would also look into Silvia's screen enlarging equipment.

Silvia: Remembered in the past, the DSPS room [at CEC] had a screen on top of a computer that would enlarge letters.

Minutes of May 4, 2023 ESL Department Meeting

Shane: Shared that he had done lessons on zooming in a PDF and using the control tab for his beginning level students who had vision issues.

Silvia: Suggested Shane do a flex presentation on zooming.

Merari: Added it was a good idea to provide digital literacy support for students.

13. Sandra Watts (5 minutes):

English Literacy and Civics Education (EL Civics)

- Reported that summer EL Civics would be uploaded at the end of spring. In addition, the fall lessons were being finalized, and MS forms were being piloted via laptops, desk top computers, and tablets to complete some of the tasks such as answering question in flyers.
- Said there would be one EL Civics in the summer, and two new lessons were being reviewed for fall.
- Asked if anyone had an old white medical lab coat to loan out as she was developing a video on medical careers such as a pharmacist.

Rupali: Said she would provide Sandra with one.

14. Questions, Comments, Suggestions:

Merari: Reminded everyone about equity resources available to students such as the food pantry and laptop loaners. Merari moved to adjourn the meeting.

Silvia: Seconded the motion, and there were no nays and abstentions so motion passed.

Future meetings:

September 7, 2023

October 5

November 2

December 7

February 1, 2024

March 7

April 4

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.

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