

Santa Ana College School of Continuing Education
ESL Department Meeting Minutes
For Thursday, October 10, 2019, 2:30pm – 4:30pm, Room A-113 at CEC

Attendees: Laura Billiter, Sue Garnett, Marti Guerra, Rob Jenkins, Henry Kim, Colleen Lehman, Lilimar Lunar, Jose Lopez Mercedes, Sergio Sotelo, Ph.D., Rosita Valencia, Ph.D., Ed.D., Eric Glicker, Ph.D.

Absent: Irma Esparza, Jarek Janio, Ph.D., Merari Weber & Jennifer Hoeger

Guests: Rebecca Bowers and Janet Cruz-Teposte
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Welcome/Introductions:

Henry welcomed everyone to the meeting.

Public Comments:

Henry mentioned that Jarek is the new Outcomes Assessment Coordinator.

Minutes:

The September 5, 2019 meeting minutes were reviewed and approved. It was moved by Marti and seconded by Rosita. Motion carried.

Adjunct Faculty

Unlocking Classroom Doors

Colleen Lehman reported that she called the dispatcher to have her classroom door unlocked. The dispatcher said that there was an incident on campus and she was instructed to wait outside of her classroom as the safety officer was taking care of an incident.

Colleen reported that she got concerned since the dispatcher wouldn't disclose the nature of the incident. She said that her and her students waited quite a while until Lilian let her into her classroom. As Colleen gets into her classroom, she looks through the window and sees that there's a guy in the CEC Childcare Center getting handcuffed.

Colleen added that there was never a report about this incident. She inquired about the incident and she was told that safety officers are not obligated to tell anything unless there is violence or reason to it. Also, Colleen said that it seems that information does not seem in the District Safety Department.

Rob said that a teacher waited for a very long time to have her door unlocked and decided to cancel the class.

Marti asked how long we should wait before cancelling a class and wondered whether 15 minutes is the protocol.

Dr. Sotelo said that he was going to bring this issue to the next Manager's Meeting.

Henry Kim:

- **CLC Name change** for the web only.
It was requested to change the CLC name for marketing and online purposes. The

committee agreed to rename the CLC to English Language Lab. It was moved by Sue and seconded by Henry. Motion carried.

- **Career & Academic Pathways Expo at SAC**

Henry distributed copies of the Career & Academic Pathways Expo flyer and asked for volunteers to help manage the ESL table during the expo on November 14. Volunteers would be able to get flex credit.

- **Resource books needed and booklist:**

An ESL, District Recommended & Supplemental, book order request of \$19,600.02 and sample textbooks were reviewed. Rob moved to approve the list and request funding from Dr. Sotelo. Sue seconded the motion. Motion carried.

- **Placement of late enrollees after Thanksgiving Break**

Henry handed out copies of an email from our Registrar where she proposed registering new ESL students after the Thanksgiving Break in a level below their recommended placement level.

Sue suggested getting data before establishing this policy.

Rob moved that we do a pilot allowing the students to choose the level they assess at or one level down starting after Thanksgiving. Marti seconded the motion.

Sue suggested amending the motion to state that the ESL Department will analyze the results of this pilot after the Registration Office provides tracking information for future decision. Motion carried.

Rob said that we need to inform the Assessment Department and the Registration Office of this decision.

- **Student Success Committee**

The committee decided for Merari to be our representative at the Student Success Committee.

Rob Jenkins

- **PLC Proposal**

Rob presented a proposal to run a pilot for teachers that attend the PLC to help with the trainings of the ESL core curriculum and the writing of rubrics. They will also help with EL Civics and CASAS Lessons, but it wouldn't be a priority since this is not a WIOA project.

The proposal is \$25,000 and it will be for 12 teachers to work 4 hours a week. The funding source is BSI.

Rob moved for the ESL Department to approve the proposal with minor changes. The motion was seconded by Jose. Motion carried.

Sue Garnett

See written report.

Merari Weber

See written report.

Jose Lopez Mercedes

○ **Canvas Bronze Badge Trainings:**

Jose reported that the goal for this school year is for all teachers at AEC to get their SAC Canvas Bronze Badge training and so far two instructors, Tim Chavez and Silenia Ried, have completed this training.

○ **Career & Academic Pathways Exploration Fair:**

Jose announced that the SAC Guided Pathways Exploration Fair will take place on November, 14th from 10:00 AM – 1:00 PM.

○ **Continuing Education Substitute Absence System-Pilot Training for ESL Faculty:**

Jose reported that more than 20 faculty members participated in the pilot. Two trainings were offered at CEC and one at REM during the second week of September. He also reported that during the training participants and trainers noticed several errors with the system. A list of errors was created and it was sent to the developer so they could be fixed.

Other:

○ **Part-Time faculty members for 2019-2020**

Henry thanked the Part-Time Faculty members who served in the 2018-2019 ESL Department Committee. He also mentioned that the applications for part-time faculty members for 2019-2020 were going to be reviewed by the ESL Faculty right after the meeting.

Adjournment:

The meeting ended at 4:30 p.m.

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