

Minutes of September 7, 2023 ESL Department Meeting

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

Zoom link: <https://rscdd-edu.zoom.us/join/91234567890>
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Voting Members Attended (9): Jarek Janio, Henry Kim, Cheryl Bucholtz-Magallon, Lilimar Lunar, Norma Olivares, Nancy Pakdel, Cassandra Pham, Silvia Rodriguez, Shane Uesugi
Absent (2): Chris Kosko, Jayshree Lederman
Guests:

1. Welcome and introductions (5 minutes):

Jarek: Welcomed everyone and the new members to the first Fall 2023 ESL Department March meeting. Members introduced themselves and said what they were teaching at the different locations.

2. Public comments (3 minutes):

3. Approval of the agenda (5 minutes):

Silvia: Moved to approve the agenda as submitted.

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

4. Approval of the minutes (5 minutes):

Henry: Mentioned that some of the members who attended the prior meeting were no longer attending the current Fall department meetings. Henry explained how meeting minutes were approved.

Henry: Moved to approve the minutes as submitted.

Sandra: Seconded the motion.

Abstentions: Cheryl Bucholtz-Magallon, Norma Olivares, Nancy Pakdel.

Nays: None.

Motion: Not passed due to a lack of quorum so Henry said the minutes for May 4, 2023 would be uploaded as unofficial.

Henry: Moved to establish quorum under other based on current meeting number of voting members.

Silvia: Asked we had quorum before so what happened this time.

Henry: Answered we had Jose Lopez Mercedes and Merari Weber last semester as part of our quorum, but Jose was on sabbatical and Merari was assigned to other duties outside of the ESL Program.

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

Shane: Asked about the department meetings this term, and if there were any new responsibilities as adjunct faculty participating in them such as by making reports.

Jarek: Responded that there were no new things to do or report out, and it was important to hear from faculty what was happening and any issues they were facing.

Silvia: Asked about getting a list of the evening ESL faculty at CEC to share the meeting information with them.

Jarek: Responded that there was no funding for Silvia to walk around to meet the evening faculty at CEC to provide meeting information to them. Jarek suggested for Silvia to walk around and read the door sign which listed the names of the instructors teaching in their rooms.

Silvia: Asked about the status of the photo copying machine in the resource room at CEC.

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Jarek: Answered that in the summer a new machine was brought into the resource center, but the room lacked the proper wiring necessary to handle the higher voltage of the new machine so the installation of the new machine was postponed.

Silvia: Asked if there was any funding for part-time faculty to attend conferences.

Jarek: Answered that it was handled on a case-by-case basis. For example, if a part-time faculty was working on a project which required the faculty to attend a conference, that would be supported. Jarek added he wasn't sure how the faculty would be compensated.

Norma: Heard that some new teachers were saying there was no one to help them out with various issues and things to do so would it be possible to have mentors assist them. Norma clarified that the faculty issues were mostly about Self-Service and curriculum issues.

Jarek: Answered for maintenance, technology, working conditions, or scheduling, Chris would need to be emailed. Jarek started a support group for new or ongoing hybrid teachers, and they would be meeting periodically via Zoom. Jarek added that for in-class technology issues, ITS Help Desk could help and for cleaning supplies, Erica Jaimes would need to be contacted. Regarding pedagogy discussions, prior training sessions were being planned again for Fridays and Cheryl was supporting teachers at CEC. As far as students misbehaving or security issues, Chris should be notified.

Shane: Shared that he had team taught with Sandra Watts when he had first started and that helped him a lot as he received guidance from her.

Jarek: Responded that there were union issues when compensation for providing guidance to a teaching partner.

Henry: Suggested to Silvia to ask Chris for conference funding. Henry followed up with Norma to say that he had asked her teaching partner Donovan Henry to seek guidance from Norma regarding their textbook. Henry told Shane to ask Chris about his idea of having team teachers to pair up a new faculty with a regular faculty.

Silvia: Suggested placing a poster in the PD Center for someone to ask a question and then someone else could write in the answer.

Cassandra: Shared her experience of having approval from Chris to observe Nancy Wright for about an hour to learn how a classroom environment was like and to see how students learned. Cassandra also went to her own teaching room to check out the technology and equipment before she used them. She also had help from Colleen Lehman which helped her a lot during her first day of instruction.

Jarek: Noted that not everyone may be able to accommodate an in-class observation or have the time to do it. If in-class observations were ongoing, there would need to be rules established.

6. Reports and Updates

7. Chris, Dean: (5 minutes)

8. Chairs' Reports (20 minutes):

Jarek Janio, Chair (10 minutes):

- Reported that the department was going through a quadrennial program review which was a document which included data, professional development, and it was required by the accrediting body for the college. All SCE Departments had to go through the process and the document to be completed included issues that departments had been facing. A draft may be shared at the next department meeting.
- Added that a resource for allocation request was completed by the department and submitted to administration with identified items for funding.
- Explained that Henry asked him to show everyone how to filter and move incoming emails to different folders from various schools and organizations in Outlook. Jarek demonstrated how emails could be put into different folders automatically by right clicking on the mouse Rules and then the Create Rule

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button. Jarek added that Microsoft Office 365 was available to everyone in the district for free. A problem Jarek shared was forgetting to check a folder to read the emails in it.

Shane: Shared that he was doing that as well, and the challenge was how to best organize the many emails in Outlook and then to remember to read them.

Jarek: Suggested going into YouTube to learn how other people organize their emails in Outlook and also to set up to-do folders.

Cheryl: Added that having folders helped a lot to stay organized and an idea for organizing emails for a class was to tell students to put which class they were from on the subject line, so they would go into the right folders.

Silvia: Talked about the trashcan feature in Outlook.

Jarek: Pointed out that when a rule was created for a new email, it could not be automatically be put into the trashcan. It could be marked as spam or to unsubscribe or delete it, but the rule feature was not for that purpose. In addition, the rule would not allow banning other district employees from sending a person emails.

Henry: Mentioned that Outlook was the primary way of communicating with ESL faculty. Henry also shared that some faculty who had sent emails out with questions did not respond back after having received the answers, so we did not know if the faculty got the answers or not. He recommended that a response back would be ideal.

Henry Kim, Co-Chair (10 minutes):

- Explained the ESL Program documents were uploaded onto the district intranet. Henry also recommended that faculty use new course syllabus templates each semester and summer because they contain new verbiage and new links.
- Showed examples of current ESL documents and how to open them.
- Said he was working on a new list to show the ESL faculty in the ESL Program. In addition, Henry would be emailing out the updated SCE ESL Program Faculty Orientation/Guide/Support Services resource soon.

Silvia: Asked if the faculty list would include sites, teaching modalities.

Henry: Replied back saying there was no room to add them.

9. Cheryl Bucholtz-Magallon (5 minutes):

- Introduced herself and said it was her first semester. She added that she was happy teaching the Literacy course in the morning at CEC. Cheryl was also teaching in the ESL Lab and making additions to her instruction such as by adding conversation groups requested by her ESL Lab students.
- Reported that she was planning an in-person monthly meetings that were optional with the morning ESL faculty to build community, share ideas and teaching activities from conferences, and have a chance to talk to each other.
- Cheryl volunteered her class for future teacher observations.
- Asked for ideas as she was working on producing short videos such as for onboarding faculty that would address different things such as how to post attendance or how to log into a computer. She said she had created a lot of videos for faculty and students during the pandemic at a prior district. Cheryl would like to hear from faculty what support they needed and get their questions.

Norma: Asked if the meetings were optional. Norma added that at different teaching locations such at small sites or Remington, for example, the projection systems were not the same, and they operated differently so making lots of videos about them may be challenging.

Silvia: Wondered if Cheryl would be holding the morning meetings in the evening.

Cheryl: Said not at the moment but would like to do them in the future. Her morning meeting would be a pilot and then hopefully she would like to offer the meeting to the night faculty. She said she was available in D-109 to help faculty in the morning at CEC.

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10. Henry Kim (10 minutes):

ESL Curriculum

- Showed how faculty would view ESL CORs or certificates via SAC homepage. Henry focused on showing the DE (distance education) addendum available from the Report drop down menu. He added that new DE staff at SAC have been hired so to expect changes when ESL courses were being revised in the future.

ESL Lab

- Shared a picture of a door sign that listed the current Fall 2023 semester ESL Lab faculty and the instructional assistant Jesus Lopez at CEC.

ESL Textbooks

- Showed a picture of the SAC Campus Bookstore section that housed noncredit ESL textbooks for sale.

Silvia: Asked why the shelves were empty. She also wondered if Centennial would have a permanent bookstore in the future.

Henry: Answered it looked empty was because they took the books to Centennial to sell them for a few weeks.

Jarek: Added that CEC was going through various stages of remodeling, and Jarek agreed a bookstore on campus again would be ideal.

11. Jarek Janio (10 minutes):

English Literacy and Civics Education

- Reported that EL Civics lessons were already available in the district intranet for Fall 2023. For on-campus instructors, copies of EL Civics student packets and materials could be requested from Jim King in Duplication at CEC because the copy machine had the e-files. Jarek suggested for faculty to order a little extra [textbook] copies for new students. There were 3 EL Civics packets to do this fall and again for spring in 2024. He noted that EL Civics were part of the WIOA grant.
- Said that EL Civics lessons were taught in class after at least 30 hours of instruction and the topics of the lessons were well represented in many of the resources instructors used for their courses. Jarek also explained that the assessments in EL Civics lessons were required, but the lessons were optional.
- Reminded faculty that optional EL Civics training would take place on September 27, 2023.

CASAS Testing

- Explained that CASAS was a standardized test that was given to ESL students and the WIOA grant provided funds for CASAS testing. Students would need to take the CASAS pretest and then after about 70 to 100 hours of instruction, the CASAS posttest was given. At CEC, room D-103 was used as the CASAS testing room. CASAS training would take place on September 19, 2023.

SLOs

- Explained that SLO outcomes were assessed formatively through various assessments throughout the semester and at the end, there might be a summative assessment to complete such as a project. Jarek sent out an SLO survey each semester to see if there were any learning gaps or there was a need for additional resources for example.

Silvia: Reminded everyone that there was a 24-hour turnaround time at the Duplication center at CEC for copies to be completed.

12. Other

Henry: Moved to use the number of current attendees for quorum for fall 2023 through spring 2024.

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

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13. Adjournment:

Jarek: Moved to adjourn the meeting.

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

Future meetings:

October 5, 2023

November 2, 2023

December 7, 2023

February 1, 2024

March 7, 2024

April 4, 2024

May 2, 2024

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a diverse community of learners.*