

**Santa Ana College School of Continuing Education
ESL Department Meeting Minutes
For Thursday, November 7, 2019, 2:30pm – 4:30pm, Room A-113 at CEC**

Attendees: Laura Billiter, Sue Garnett, Eric Glicker, Ph.D., Marti Guerra, Song Hong, Rob Jenkins, Henry Kim, Colleen Lehman, Lilimar Lunar, Jose Lopez Mercedes, Nancy Pakdel, Sergio Sotelo, Ph.D., Mara Tavatzis, and Merari Weber, Ed.D.

Absent: Jarek Janio, Ph.D. and Rosita Valencia, Ph.D.
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Guests: None

Welcome/Introductions:

Henry welcomed everyone and new committee members for the 2019/2020 calendar year to the meeting and everyone introduced themselves to the group.

Agenda Changes:

None offered.

Public Comments:

Sue announced that public comments are generally given by the general public. They come in, present their comments, and the committee listens per the Brown Act.

Approval of October 10th Minutes:

A discussion ensued regarding Marti's comment about the wait time for a teacher before closing the class if no students show. Dr. Sotelo said that he had checked with the other administrators and they agreed that a class could not be closed until it is cleared by a site director.

A question arose about the protocol for off-sites. Dr. Sotelo mentioned that faculty should check with the Dean or Site Director prior to closing the class and leaving when no students show.

After clarification to the above and amendments, Colleen moved to approve the October minutes with recommended edits. Sue seconded. Everyone was in favor.

Meeting Norms:

The group participated in a discussion coming up with meeting norms. After much reflection and discussion, these are the agreed upon norms:

1. Take turns by raising hands when indicated by the Chair.
2. Be respectful.
3. Stay within your time.
4. End discussions with resolutions (when appropriate).
5. Prioritize the agenda items when an action is needed.

Part-Time Items:

Marti shared a continued concern with the EL Civics lessons on the Study Skills Unit, especially as it pertains to the Literacy/Beginning Low levels. She stated that it is too difficult for this level. Mara chimed in and shared her concern about the same lesson for the Advanced High students (e.g., the Cornell Notes section).

It was acknowledged that there have been some modifications to the Study Skills Unit, but there are still issues. Rob Jenkins shared that Rita Van Dyke-Kao, Assistant Professor at OEC, had visited the last Professional Learning Community (PLC) meeting and is committed to getting feedback from the group.

Sue reminded the group that EL Civics is performance based and certain requirements have to be met to be in line with state and federal mandates. For this reason, recommendations by teachers may not always be met.

Henry shared that the Fast Track instructors were experiencing concerns as well.

Jose shared that in the past the EL Civics units were vetted by the ESL Department before being rolled out. He shared that teachers would:

- Pilot test the unit.
- Receive an orientation for every packet that was distributed.
- Teachers were released to attend EL Civics training.
- Teachers reflected on the EL Civics units.

A discussion ensued about doing two EL Civics lessons per semester and now doing three. There is concern about the amount of time needed to teach the EL Civics lessons.

Merari moved that the EL Civics Coordinator should provide an orientation for every EL Civics Unit. Dr. Sotelo agreed to give teachers release time (1 hour per EL Civics Unit) for these orientations starting in Spring 2020.

Jose seconded it. All were in favor. No abstentions or nays.

Eric moved that one instructor for each ESL level should pilot any upcoming new EL Civics Unit with their respective classes and provide suggestions to the EL Civics Unit before the aforementioned orientations.

Mara seconded. Sue abstained. Everyone else was in favor.

A question arose about giving feedback to the EL Civics lessons. How do faculty express concerns?

Sue mentioned that the prior EL Civics form still has her name as the contact person and that if she receives any of these forms, she sends them over to Jarek Janio. She will continue to do this when she receives these forms. Henry said he would talk with Jarek Janio about updating the form to reflect the correct contact information and what the procedure is going to be about EL Civics feedback from faculty.

Song suggested creating a document via Google Forms for faculty to provide both positive and negative feedback. People suggested that this is an action item that can be taken up by the future EL Civics Part-Time Coordinator.

Guided Pathways Career & Academic Pathways Fair:

Henry mentioned that for representation at our table we need someone to cover the 10 a.m. to 11 a.m. shift. Nobody volunteered.

Henry asked for help taking the box with flyers and other ESL information to the table on the date of the Fair (11/14/2019). Lilimar volunteered to take the box.

Spring 2020 CASAS/EL Civics Due Dates:

The group discussed the suggested EL Civics test dates for the spring. The group suggested that the third El Civics May 16th date be moved to either May 2nd (first choice) or May 9th.

Merari moved to request a change in date. Jose seconded. The group agreed.

Part-Time Faculty Rep at Sub-Committees:

Henry has requested 76 hours of non-instructional rate for PT teachers to participate in sub-committees for this semester and 76 hours for the next one. He will discuss this further with Dr. Sotelo.

For now, the sub-committees the group can join are:

- *Book Committee*
- *SCE Guided Pathways (<https://sac.edu/sce/about/Pages/Guided-Pathways.aspx>):*
 - *Clarify the Path*
 - *Enter the Path*
 - *Stay on the Path*
 - *Ensure Learning*

Henry will talk with Dr. Sotelo to get approval for our members to be compensated for their sub-committee work.

AB 705 Meeting Updates at SAC

Sue shared a handout with multiple measures questions that Professor Dalva Dwyer from EMLS (Credit ESL) at SAC has drafted. She shared that EMLS would like input from us regarding the questions asked.

Merari suggested that a workgroup should be created to look over the items. Henry stated that he will request a 1-2-hour meeting to work on these and get the OK from Dr. Sotelo to compensate PT instructors who participate at the non-instructional rate. Sue mentioned that Dalva needed this input as soon as possible. Henry asked Susan to send an email to all with dates and times that fit her schedule since she is leading this effort. Henry told everyone to be on the lookout for an email in the next week.

Brown Bag Tuesday

Merari shared that teachers had participated in the morning and evening Brown Bag Events at all of the sites, but not in the evening. A total of 19 Flex hours have been earned by faculty who have participated. Merari shared that teachers have been able to participate in conversations about our ESL Toolkit, concerns that have come up at their respective sites (e.g., EL Civics, classes that are no longer being offered and why, and gathered to answer questions about the AEC Open House.)

Transitions Survey

Merari shared that she had visited the Advanced Low and Advanced High ESL classes and the Academic ESL 706 and 707 classes to get responses from a Transitions Survey asking students what their next program would be (e.g., High School, GED/HiSET, college, or Career Education). She shared that 186 surveys were collected with students wanting more information about Career Education (68%), High School, GED/HiSET (56%), and college (55%), respectively. She has shared the results of this survey with each of the Departments so that they can Outreach to the 11 classes to give our students the requested information.

AEC ESL Open House

Merari shared that the AEC ESL Open House was held on November 7th. Students from Remington were bused in the morning and the evening. A survey has been distributed to the teachers who participated to give to the students to receive feedback on what their takeaways are. As of today, 56 students have responded to the survey, less than 24 hours from the event. The evening teachers will be sharing the survey with their students this evening. The main takeaways from the surveys that have been submitted are positive. Students are requesting more information and expressing gratitude for the Open House. Final survey results will be shared at our next ESL Meeting.

Canvas Bronze Badge Trainings

Jose shared that Silenia Ried and Tim Chavez have both received their Bronze Certification. Others are still working on their certification.

Continuing Education Substitute Absence System Update

Jose shared that the programmer is still working on the system.

Giving Tuesday – SAC SCE Scholarships

Jose shared that Giving Tuesday is a day when organizations match contributions. The SAC Foundation may be participating this December 3rd. They are still looking for donors. He stated that if anyone is interested in donating, then to go to givingtuesday.org. This may be a good time to contribute money to the Janice Jansen Fund. Sue Garnett mentioned that navigating the SAC Foundation website is not too user friendly. She said that once it has been shared that SAC is participating in this, we need to confirm links and make the process easy to understand so that we can share this information with all. More will be shared as information is secured.

Other:

○ Professional Development Keynote:

Rob shared that Dr. Noguera won't be able to do our Keynote. Dr. Rose has been secured as a speaker, but a second keynote needs to be secured. The Professional Development Committee will be discussing possible options. Henry asked when the Keynote would be. Rob stated that it would be either Wednesday or Thursday.

○ Upcoming Conferences:

Sue mentioned that on Friday, December 6th, there will be a CALPro Conference focusing on Integrated Education and how to come up with a single set of learning objectives. A team is being considered including leadership and faculty from both ESL and Career Education. A potential Dean being considered is Stephanie Paramore.

On February 28th, SAC will be hosting the EL Civics Conference. There will be a \$25 fee to attend. There are 4 statewide conferences happening and SAC's preregistration is leading the way. Be on the lookout for more information. Citizenship and ESL teachers are advised to attend.

Adjournment:

The meeting ended at 4:28 p.m.

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