

**Santa Ana College School of Continuing Education  
ESL Department Meeting Minutes  
For Thursday, December 5, 2019, 2:30pm – 4:30pm, Room A-113 at CEC**

<b>Attendees:</b> Laura Billiter, Sue Garnett, Marti Guerra, Song Hong, Jarek Janio, Ph.D., Rob Jenkins, Henry Kim, Colleen Lehman, Lilimar Lunar, Jose Lopez Mercedes, Nancy Pakdel, Sergio Sotelo, Ph.D., Mara Tavantzis, Rosita Valencia, Ph.D., and Merari Weber, Ed.D.
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<b>Absent:</b> Eric Glicker, Ph.D.
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<b>Guests:</b> Yuri Betancourt, Ed.D.
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**Welcome/Introductions:**

Henry welcomed everyone.

**Agenda Changes:**

Jose Lopez Mercedes added “Future event” under “Other” and Rob Jenkins added “Flex” under “Other”.

**Public Comments:**

None.

**Approval of November 7<sup>th</sup>, 2019 Minutes:**

Minor spelling edits. Sue Garnett moved to approve the November minutes with recommended edits. Jose seconded. Everyone was in favor.

**Meeting Norms:**

Henry called everyone’s attention to our Meeting Norms in the Agenda and everyone confirmed all were correct except for a minor change.

**Part-Time Items:**

None shared.

**Action Items:**

*Specialty Class quadrennial revision project*

Sue Garnett shared a draft curriculum development proposal for five specialty ESL classes that are coming up for quadrennial review. Since all of these courses are taught by part-time instructors, it would be beneficial to recruit from these part-time instructors to lead the curriculum writing.

Sue shared that she and Henry will work on the curriculum work. The five classes are the following:

- ESL 120 – EL Civics
- ESL 392 – Writing and Computers
- ESL 530 – American English Pronunciation
- ESL 570 – Conversation 1
- ESL 580 – Conversation 2

Questions that will be considered while writing the curriculum include whether we need to develop a lower and higher-level pronunciation class.

Sue also shared that we have a large population of students that want these classes.

Sue Garnett moved to approve a curriculum revision workgroup for the above specialty classes (i.e., ESL 120, 392, 530, 570, and 580) for the spring pending budget approval and hiring from Dr. Sotelo.

Jarek Janio seconded. All approved.

### **Discussion Items:**

#### *EL Civics*

Yuri asked the committee who they should contact regarding complaints and edits to El Civics lessons. She also wondered how graders are trained and questioned whether we should have a process for norming the grading. She shared that they need help training the graders, especially with the new EL Civics units.

Yuri shared that they have received questions about grading coming back with a zero score when a student has done a lot of work on the packet. She wondered whether she should go back and review all of the zero scores. The specific questions that have come up have been with the Education and Study Skills units.

Jarek shared that Yuri should connect to him and he will handle it.

Everyone recommended a norming session for the three graders. The three graders are experienced and are familiar enough to do item-analysis when they notice issues across tests. However, they need support with the new packets.

A suggestion was made to use the NPs as norming session for the graders, but to run a report on all of the zeroes first. Another suggestion was made to audit prior folders to see whether they are being graded appropriately. Yuri shared that they keep records for a semester and a few random samples from prior semesters.

Yuri also shared that instructors have shared that they appreciate having all of the lessons available at the beginning of the semester. However, they would appreciate having some direction as to what the protocol is on which should be given first, second, and third. The ESL committee reminded everyone that this had been the prior protocol, but teachers wanted to have more choice. Now, they are asking for more direction. Since a new EL Civics Coordinator is coming on board, then the ESL committee suggested this be something they handle as their new tasks.

Yuri shared the following information about the El Civics packets that have been turned in as of 12/14/19 and called to the committees' attention the disparity in numbers turned in by theme:  
Employment (2879 total; 2663 passing)  
Education (641 total; 591 passing)

Study Skills (150 total; 113 passing)

In response to the above information, a suggestion was made that Yuri generate a report for Dr. Sotelo so that he can remind them of their professional responsibilities. Dr. Sotelo will take it into consideration.

Another item that was shared by Yuri was that new instructors need an EL Civics orientation. Apparently, some instructors feel they are doing EL Civics, but don't understand that there are specific packets to complete. The ESL Committees suggested this as an additional action item for the new EL Civics Coordinator.

A few final concerns that were shared by Yuri were that instructors have complained that three EL Civics packets are a little tough in the semester and that some instructors may be choosing to use different EL Civics levels than the ones they are teaching.

Yuri shared that she will follow up with Jarek.

#### *Furniture/Carpet replacement request*

Dr. Sotelo reminded everyone of the furniture/carpet replacement request form that needs to be filled out. The request is due by 12/10. Jose suggested that accessible desks should be prioritized, one per classroom is suggested at all sites.

Merari announced that all teachers should remember to download all of the files/documents they have saved in their computers in their classrooms since the computers will be wiped clean during the winter break. She shared that she was told this at AEC. She discussed this with the AEC ESL teachers in November and sent them a reminder about this. Dr. Sotelo asked her to send him the reminder she shared with all the teachers. Merari said she would send it. The committee shared that all files should be filed in our H drive under our personal files.

#### **Informational Items:**

##### *Canvas Bronze Badge Trainings Update*

Jose shared that Dr. Sotelo has agreed to recommend that the AEC ESL teachers complete the Bronze Certificate (12 hours total = 10 hours for content and 2 hours for building of their Canvas shell) and not just the Bronze Badge (10 hours of content only).

The following teachers have completed their Bronze Badge:

Janine Black

The following teachers have completed their Bronze Certification:

Tim Chavez  
Esmeralda Godoy  
Silenia Ried

The following teachers have gotten full Distance Education Certification for SAC:

Jennifer Hoeger  
Jose Lopez Mercedes  
Merari Weber

Jarek Janio is in process of finalizing his full certification.

#### *Continuing Education Substitute Absence System Update*

Jose shared that Adriana Morales is using the system for substitute reporting and is testing it out. It hasn't gone out for full implementation yet.

#### *SAC Faculty Mentoring Program*

Jose shared that Mary Huebsch has contacted him and shared that SAC is working on a mentoring program. They will have a meeting on December 13<sup>th</sup> at 2 p.m. This is something that will be offered at the New Faculty Institute and for all new faculty.

#### *Brown Bag Tuesday (BBT)*

Merari shared that the BBT ended December 3, 2019. A total of 16 teachers participated in the morning but no teachers participated in the evening BBT at all of the sites. A total of 26 Flex hours were earned by faculty participated. Merari shared that overall this proved a positive experience and wondered whether to offer them again in the spring. The ESL Committee agreed, but recommended not to offer the evening sessions. Merari agreed and will start them up again in the spring.

#### *SAC English 101 Students*

Merari shared that our School of Continuing Education is putting together support for English 101 students who have dropped and/or failed English 101 this semester. She shared the flyer that has been drafted and the website link ([sce.edu/sce-englishsupport](http://sce.edu/sce-englishsupport)) to the page that Jennifer Hoeger has created for our classes. This is a pilot program and if it takes off Merari suggested our ESL teachers who teach the advanced levels consider teaching the LRN 750 class in the future.

#### *Professional Learning Community (PLC) Report*

Rob reminded us that 6 of the PLC members are also members of our ESL Committee. They shared that they have been working with Rita Van Dyke-Kao on our EL Civics packets per level. They are working on creating rubrics (writing and listening) for formative assessments. They are suggested various options for assessments that can be given once a month. At our Professional Development Meeting in January, the PLC will lead the ESL Department in a thirty-minute session to discuss the rubrics they have been working on. You can see the work they have been doing on their PLC website in Word Press ([sacplc.wordpress.com](http://sacplc.wordpress.com)).

In the last PLC sessions, Erik Glicker and Ellen Welch have been running it when Rob Jenkins is out of town. They have been doing a really good job!

### *Volunteer ESL Students to Test Ellucian Self-Service*

Henry shared that Sarah Salas has asked for volunteers to test the Ellucian Self-Service. If you are interested in participating, please send her an email to sign up and help with the pilot. He reminded everyone of an email he had sent before and said he would send it again so that everyone can find it without issues.

### *WIOA Grant*

Jarek shared that the WIOA grant deadline is December 23<sup>rd</sup> to prove that we have done what we had said we would be doing and serving in our prior grant proposal. He said that a few days later, we would get permission to apply for the new WIOA grant after the December 23<sup>rd</sup> one is reviewed. We will then have until February 28<sup>th</sup> to submit the WIOA grant to the California Department of Education for ABE/HSS/ESL. Jarek reminded us that this is a competitive grant and will be reaching out to various stakeholders for assistance as we receive further information.

### *Fast-Track Students Visit to SAC*

Jose shared that about 65 ESL students from the Fast-Track ESL Program and 5 student ambassadors from the CEC High School Program visited the SAC main campus on Friday, November 8, 2019. The main goal of this activity was for students to identify services, programs, and student activities available to them at SAC. In addition, students connected to the larger campus community to further their academic and vocational goals. ESL Fast-Track teachers worked with student ambassadors to lead a walking campus tour and to be available to answer questions. Jose shared the results of student surveys where 39 respondents shared their experiences which overall was very positive.

### **Other:**

- Future Event:
  - Jose asked everyone to Save the Date for Rob Jenkin's retirement lunch scheduled for Friday, May 15<sup>th</sup> from 2p-5p. More information will be shared as we get closer to the date.
- Flex:
  - Rob shared that the Flex booklet will be emailed on Monday. He thanked Jose for designing the cover. He noted that the workshops were mostly focused on completing the ESL Curriculum Certificate and told everyone that Drs. Rose, Martinez Calderon, and Hubbard will be our keynote speakers focused on Equity. Rob noted that there is a workshop focused on AB540 Training only for 20 individuals scheduled for Friday, January 10<sup>th</sup>. Those interested in going need to complete the additional survey to save their seat.
    - Jose asked whether we can videotape it for attendees who can't make it. He will check to see whether this is possible and will let us know.
- Merari:
  - Merari reminded everyone of the Inter-Departmental Referral Form for the Counseling Department for teachers to complete if they need assistance. Because of the holiday season, our students' mental health may need more attention.
- New Faculty:

- As a department we discussed new faculty and orientation for them. We asked Dr. Sotelo if the chair/co-chair can be informed of new faculty so that a warm welcome can be sent to them and they can be connected to specific individuals to help them as they onboard into our program.
- ESL Department Photo:
  - Sandra Aguilar, Administrative Clerk, volunteered to take our ESL Department group picture to update our website with our new Part-Time Committee Members.

**Adjournment:**

The meeting ended at 4:32 p.m.

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