

Santa Ana College School of Continuing Education
ESL Department Meeting
Thursday, March 5, 2020, 2:30 p.m. – 4:30 p.m.
Room A-113 at CEC

Minutes

Attendees: Laura Billiter, Sue Garnett, Eric Glicker, Ph.D., Marti Guerra, Song Hong, Jarek Janio Ph.D., Rob Jenkins, Henry Kim, Colleen Lehman, Lilimar Lunar, Nancy Pakdel, Sergio Sotelo, Ph.D., Mara Tavantzis, Rosita Valencia, Ph.D., Sandi Watts, and Merari Weber, Ed.D.

Absent: Jose Lopez Mercedes

Guests: None

Meeting 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.

Welcome: Henry welcomed everyone and everyone welcomed Dr. Glicker back.

Agenda changes: None.

Public comments: None.

Approval of minutes: Minor edits. Sue moved to approve. Colleen seconded. Everyone agreed.

Action/Discussion items:

1. Immigration Integration Survey + WIOA Update (Dr. Janio):

It has been submitted before the deadline with all signatures. Chrissy Gascon organized a meeting where everyone shared. Response to grant will be sent in two months. The grant will be good for three years when approved.

Immigration Integration Survey:

Last year, in June, at the CASAS Summer Institute, Stanford University designed a survey to see how well recent immigrants integrate into their new society. Dr. Janio spoke to researchers at the District Office. Janice Love from SAC gave us the green light to participate in this. This is for the entire site (all programs that we serve). The survey takes 20-30 minutes to administer. It is offered in 7 languages (Spanish, Vietnamese, and Korean are definitely on the list. If we need, we can supply surveys in various languages.) Surveys will be done online.

A question was asked about what we are going to get out of this. Dr. Janio said we will get data giving us information about where our students are, how they integrate with

American society, etc. He mentioned that with that information, we can perhaps pursue grants and funding to support mechanisms or tools to support our structure.

Someone else asked if we are going to ask for documentation status. Dr. Janio mentioned that the survey doesn't ask for ID, first name, or last name; it is just data.

Dr. Janio mentioned that the survey is stored in the memory of the computer and if duplication happens (i.e., if a student submits a response more than once, it may happen in low numbers).

Dr. Janio finished by saying that we will be doing this after the spring break but before the end of the semester, May 23rd.

2. Part-Time Faculty items:

Marti stated that we need a policy for special needs students that come into our class. She shared that she has a student who has seizures. There is concern that teachers may not be prepared for these kinds of situations. A discussion ensued. It was determined that we should call security for assistance in assessing the situation. It was mentioned that the student with seizures is not a special needs student. It was also suggested that a Maxient/Incident report be filled out when an incident occurs.

All agreed that we need written procedures of what to do for students who have medical conditions that need attention.

Laura mentioned that substitute teachers need to follow the lesson plan left by the instructor of record. A discussion ensued and it was recommended that an Orientation for perspective subs from the Department Chair be created. Another recommendation was to create a feedback form, like a Google Form, where instructors of record can report their experience with their substitute teachers, both positive and negative.

Colleen asked about faculty notifications of events that happened at their sites. There was a break-in at Remington, but faculty were not informed. She wondered why this was so. Dr. Sotelo acknowledged her concern.

Faculty announced that Measure L didn't pass and wondered whether Centennial will still get building improvements.

Colleen also announced to the group that she and Jose are now the liaisons between Remington and the academy next to it. They have made contact and have begun a conversation informing them of the programs that are offered at Remington.

3. Placement Testing (Henry, Dr. Janio):

Dr. Janio reminded everyone that new students take the CASAS placement test which is validated by the state and that a CASAS pretest be administered asap with a CASAS posttest by the end of the semester.

Henry said in a Enter the Path meeting that Outreach reviewed a stack of enrollment forms completed by students who never came back to take the CASAS Placement test. After reviewing the stack, Outreach found out that many students did take the CASAS Placement test and about 40 students did not. The 40 students not just ESL, but they also wanted other non-ESL classes. Thus, even though a stack of completed enrollment form looked large, the number of new students who took the CASAS Placement test and then never went to class is far smaller than was expected.

Henry asked how faculty felt about the verbiage on the current Schedule of Classes and department homepage class descriptions for all 3 campuses. He wondered whether we want to change “take” to “recommends”. Everyone agreed to keep “take” as is.

4. EL Civics updates: (Sandi Watts)

People are taking EL Civics. The first completed batches are coming in. A few have already been graded. Rita Van Dyke-Kao and she are working on the June packets. One in June and one in July. They are hoping to provide two options in June to have a choice. Hopefully, they will have 4 Co-Apps in the fall and have teachers choose 3 they want to do.

Sandi asked faculty to give her feedback on editing. She mentioned that one of the June choices for topics might be advocacy. She shared that Santa Ana has a My Santa Ana app to help with this. Rita is working on a recreation Co-App and that there is an oral component to it. She stated that we should assess students via other modalities and maybe once a year do an oral assessment. There are ways of making it work.

Recommendation: Mara suggested that instead of having 3 assessments we do 2. Sandi reminded us that this is a District decision and understands the request, but nothing can be done since it is tied to funding.

Laura shared that the writing section in the Safety packet takes a long time for Beginning Low.

Nancy asked whether the oral component can be optional. Sandi responded by saying that if the CoApp states that there is an oral presentation, then there is no choice. It will be teacher and student, one-to-one with the teacher.

Everyone asked that if there is an oral component, that teachers be given a longer time to complete the packet.

5. Textbook subcommittee recommendations: (Henry, Mara, Nancy, Lilimar, Marti):

See ESL Book Subcommittee Agenda minutes and results. Sue shared her support for a grammar enrichment type textbook, especially for the summer. She warned about the logistical detail related to textbooks when ordering splits. She added that if you order splits, Betty can't return it. It's better to under-order than over-order. Henry said he would check to see if inventory can be returned with a split. Rob mentioned that a standard split may be possible to return. The workbook is separate and is \$13.00.

Sandi said that EL Civics takes time and creating literacy “books” for the summer may be similar to the EL Civics project created for Literacy/Beg. Low students. It may be cheaper and it may be feasible to offer something smaller than a full textbook. This may be a future project for other levels maybe for next summer.

Motion: Eric moved to use *Grammar and Beyond* in the summer. Sue seconded. Vote: For: Marti, Song, Henry, Colleen, Lilimar, Nancy, Rosita, Sandi; Opposed: Laura and Rob; Abstained: Merari and Mara. Motion carried. Henry said he will ask for input from the faculty who try out this series to see if they want to use them next summer.

Discussion:

Sue moved to add *Grammar and Beyond* 4B and Mara liked it. Sue said we should add it to the pilot so that we have data on that. Sue moved and Eric seconded. For: Marti, Song, Henry, Colleen, Lilimar, Nancy, Rosita, Sandi; Opposed: None; Abstained: Laura and Merari. Motion carried.

Grammar and Beyond 1A-4B – Merari moved to wait a month. Motion tabled. Everyone agreed to vote to have this series in the booklist this summer. Song moved to amend that the book list be expanded to include *Grammar and Beyond* for Beg Low/Beg High combo. Lilimar seconded. For: Marti, Henry, Colleen, Lilimar, Nancy, Rosita, Sandi, Rob; Opposed: none. Abstained: Merari. Motion carried.

Eric moved to pilot *English in Action* in the fall 2020. Sue seconded. Vote: For: Marti, Song, Henry, Colleen, Lilimar, Nancy, Mara, Rosita, Sandi; Opposed: None; Abstained: Merari, Rob, and Laura. Motion carried. Henry will work on getting a small group to pilot this series for the booklist. Laura will not pilot it. She believes it is too high for Beginning Low. Rob said to remember our responsibility as evaluators of textbooks.

6. Pathways Fairs and activities (Dr. Weber):

Dr. Weber shared information about SCE Pathways Fairs scheduled on 3/10 and 3/12. She shared that we needed coverage from part-timers for our ESL table. Teachers shared with Henry their availability if they are available to help.

Informational/Report items:

1. Henry’s report
2. Sue - Info

Other:

Adjourn: 4:37 pm