

**Santa Ana College School of Continuing Education**  
**ESL Department Meeting Minutes final version for May 2, 2019**  
**Approved on Thursday, August 22, 2019, 2:30pm – 4:30pm, Room A-113 at CEC**

<b>Attendees:</b> Laura Billiter, Irma Esparza, Sue Garnett, Eric Glicker, Ph.D., Marti Guerra, Rob Jenkins, Henry Kim, Colleen Lehman, Lilimar Lunar, Jose Lopez Mercedes, Rosita Valencia, Ph.D., Merari Weber, Ed.D., Jarek Janio, Ph.D.
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<b>Absent:</b> Sergio Sotelo, Ph.D.
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<b>Guests:</b> None
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**Welcome/Introductions:**

Henry welcomed everyone to the meeting. All attendees introduced themselves and shared their teaching assignments with the group.

**Public Comments:**

- Henry told everyone that the time sheets were not out yet.
- Irma shared concerns about unlocking doors/lengthy wait time.
- Public expression of gratitude for Ms. Debra Karaffa's remembrance at Remington. Poster board was put outside. Her service will be on September 15 at 2p at Orange Presbyterian. Counselor Violeta Viera was at Remington to give grief counseling.
- Passing of Fernando Salgado whose memorial will be this coming Saturday. Dr. Madrigal has sent out an announcement to all.

Sue Garnett chimed in on how public comments are handled, mentioning that they are stated and no comment is allowed.

**Minutes:**

May 2, 2019 meeting minutes were reviewed and approved. It was moved by Sue Garnett and seconded by Rob Jenkins. Motion carried.

**Adjunct Faculty:**

***Irma Esparza***

- ***Unlocking teachers' rooms/ doors***

Irma discussed unlocking teachers' rooms. Many comments and suggestions were shared; Rob suggested that someone in the department talk with security and see whether we can negotiate something to make it more efficient. He reminded everyone what security had shared during our ESL Meeting where it was shared that one student was found going through

the file cabinet when no class was in session. It was suggested that we have a meeting with the security team to figure out what we should do.

### **Laura Billiter**

- **No Minors in the Classroom**

Laura suggested that perhaps we need to send a reminder to all regarding no minors in the class. This is important for all instructors, including subs, and needs to be shared every semester.

### **Marti Guerra**

- **Attendance record keeping**

Marti reported that registration is not properly reflecting the attendance taken by instructor. This has been reflected on the evaluation given to the instructor. This happened in the spring class and in the past summer class.

It was agreed that everyone needs to advocate for themselves and keep records to support their work. Henry said that we need to talk to Dr. Sotelo and registration. Everyone was reminded not to sign the evaluation form if they have an issue with this. Jose said we should have some kind of policy for classes that were multi-level. There should be a place to indicate that no students showed up but the instructor didn't do it. This is an ITS report issue.

### **Henry Kim**

- **Curriculum/Certificate Revisions**

Remove courses, add a course, and narratives need to be done.

Marti wanted confirmation whether they are all non-credit. Henry confirmed.

It was agreed to remove the following courses from ESL certificates:

394/395/399/401/405/407/408/409/410/420/430/460/470/480/701/702/703/711/712/713

It was agreed to add the following courses: Add ESL 520 to VBUS 400 to Academic Core Capstone/ESL Transition to ASE - LRN 750 (Add Choose One) and add 491 to ESL Enhanced Writing Capstone This re-aligns 491 from use in the Academic ESL Path back into an ESL Specialty Course role.

We have to drop the V from VESL, per SAC SCE Curriculum. We have to remove the V like SCC and change the Top Code. It should be ESL Integrated. We will most likely end up with ESL 510 and 520. More to come in the future. Course will change and then the certificate will change. We'll remove VESL and just call it English for Work 1 and 2. Henry moved to make changes as proposed. Dr. Glicker seconded. Unanimous vote. Motion carried.

## **Jarek Janio**

- **CASAS/EL Civics updates**

Not given, as Dr. Janio had to leave the meeting early for a WIOA meeting.

## **Merari Weber**

- **Brown bag/ESL time with the teachers**

Merari suggested offering a Brown Bag time with teachers and asked everyone for recommendation on times. Everyone suggested:

11:30 am - Remington

1:30 – CEC

5:30p for teachers in the evening

She will be sending out announcements of these for the fall semester.

- **Success stories initiative**

Merari reminded everyone to submit their Student Success Stories for our new website. She said she would be working with teachers during our Brown Bag events to get this and will get a template from the Website Coordinator to help with format.

- **Professional pictures**

We will be needing more professional pictures for our website redesign. Our Website Coordinator, Jennifer Hoeger, and an Outreach representative, Jorge Mora, will come by our classrooms to get action pictures and disclaimers. It won't take a lot of class time, but it is necessary to have better representative samples for our program.

- **Distance Education course preview**

Merari showed the group her LRN 750 class shell and answered questions.

## **Jose Lopez Mercedes**

- **SAC SCE Student Planners**

Planners will be ready by Monday. One thousand copies have been made. The original request was 8000, but only 1000 have been done for CEC so far. Jose will be ordering for the other sites. Five-hundred more for Remington (250/250) and eleven hundred for AEC (500/600). These booklets are printed by our District Repro Graphics and cost less than .5 per booklet.

- **RAR: Canvas bronze badge trainings**

Jose will be requesting additional funding for training; Bronze Badge Training (10 hours). We requested 20 for additional teachers. Irma asked whether Canvas was going to be used for attendance. Jose said WebAdvisor will be used until fall 2020.

- **Substitute assignment system**

Absences will be reported on line. May be out in a week or two from now. Pilot in the fall and full implementation in the spring. Sub-assignments to substitute. Training will be shared in the future. The system is very intuitive to use. An Email will be sent out with instructions.

Jose demonstrated the system to us. He said that the Continuing Education Substitute Absence System will have access to the rosters.

Suggestions were made to amend and include a choice to upload lesson plans. It was recommended that the ESL department request this feature for our substitutes:

**Other:**

Sue shared the flyers for English For Work classes. Hot off the press!!! She shared that the Food Business class has become so popular. She also shared that the Home-based Business and Brick and Mortar Business are two classes now. She will be stuffing mailboxes with flyers for the English for Work Classes for the 11a-1p time frame on Monday and Tuesday.

Dr. Valencia publicly thanked Rob Jenkins for a great Professional Development week and everyone chimed in.

Colleen publicly thanked Dr. Valencia for her Teaching Values in the Classroom workshop. She said it was wonderful and the best workshop she had ever attended. Everyone congratulated her for it and suggested she give it again.

Henry said that the Fall ESL Retreat minutes hadn't been officially approved yet. He asked everyone to promote ALL of our ESL classes, and to encourage and support each other, especially teachers who have low attendance.

Henry reminded everyone to report 2 hours for this meeting in their future time sheet.

Our next ESL meeting is September 5<sup>th</sup>. Merari shared that she would be at a conference and asked if someone could take minutes. Henry assured her that someone would.

**Adjournment:**

The meeting ended at 4:30 p.m.