

**Santa Ana College School of Continuing Education
ESL Department Meeting Minutes
For Thursday, September 5, 2019, 2:30pm – 5:00pm, Room A-113 at CEC**

Attendees: Jarek Janio, Ph.D., Laura Billiter, Irma Esparza, Sue Garnett, Marti Guerra, Rob Jenkins, Henry Kim, Colleen Lehman, Lilimar Lunar, Jose Lopez Mercedes, Sergio Sotelo, Ph.D., Rosita Valencia, Ph.D.,
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Absent: Merari Weber, Ed.D., Eric Glicker, Ph.D., & Jennifer Hoeger
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Guests: Alfonso Escobar & Chris Luzader
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Welcome/Introductions:

Henry welcomed everyone to the meeting.

Minutes:

August 22, 2019 meeting minutes were reviewed and approved. It was moved by Marti and seconded by Sue. Motion carried.

Adjunct Faculty

Marti Guerra:

Marti reported that there was an issue with WebAttendance since she could not print the Weekly Attendance Report. Marti reported the issue to ITS.

Alfonso Escobar & Chris Luzader- District Safety

1) **Unlocking Doors at CEC:**

Door unlocks by campus safety are sometimes not done as fast as staff would like. Officer Luzader mentioned that Campus Safety's primary focus is on safety and security matters.

Door unlocks may be delayed based on call priority and the immediate safety/security concerns that may take priority over a door unlock call. He also mentioned that District Safety is happy to assist with door unlocks, but it is a lower priority call when it comes to safety and security matters that Safety Officers may need to deal with first to ensure our campus is safe.

2) **Follow Up of a Maxient Incident Report:**

Staff are concerned about a student who has a history of seizures in class and that a Maxient Incident Report has been filed with no follow up by those receiving the report.

Officer Luzader mentioned that Campus Safety's role is to attend a medical aid situation and provide life saving measures as needed. Campus Safety is also tasked with ensuring medical care, if needed, in a timely manner. This situation may require a collaborative effort between the Dean, risk management, the student and campus safety.

Sue Garnett

○ **WIOA IET Update:**

See written report for this item.

- **California Adult Education Program:**

See written report for this item.

- **ESL Specialty Classes Update:**

See written report for this item.

- **English for Work Update:**

See written report for this item.

Henry Kim

- **Updates from prior meeting:**

- **Underage Students:** Please refer to an email that was sent by Phuong Nguyen on August 23, 2019.
- **Deleted Courses:** 18 ESL courses were submitted for deletion.

- **Distance Education Addendum:**

Sue Garnett moved to amend the DE Addenda for ESL 303-Intermediate Low, ESL 304-Intermediate High, ESL 305-Advanced Low, and ESL 306-Advanced High to offer these courses 100 % online. Colleen seconded the motion. Motion carried.

Jarek Janio

- **CASAS/EL Civics Update:**

The last CASAS Data Integrity Report showed that about 1,000 students with over 40 hours of instruction since July 1 did not take the CASAS Pre-Test.

Merari Weber

- **Brown Bag Tuesday:**

The first Brown Bag Tuesday will be on September 3 from 11am to 12noon at SAC AEC. The rest of the dates, times, and locations, are on the attached flyer shared by Rob last week.

- **LRN 750 Update:**

There are 36 students registered in the class. Merari had 14 students in the first Saturday class and 24 last Saturday.

- **Student Success Stories:**

Jennifer Hoeger is working on a template to get Student Success Stories. Merari will share the template once it becomes available.

- **SAC SCE Website:**

The website is going to go live this week. It has been suggested that we have one point person in our department to whom we can share edits/suggestions as we look over our particular pages. During the ESL Department meeting, it was decided for Henry Kim to be the point person.

Jose Lopez Mercedes

○ **Canvas Bronze Trainings:**

Jose mentioned that he is going to confirm with Dr. Sotelo the process for selecting ESL teachers for the Canvas Bronze Trainings.

○ **Student Planners:**

Jose reported that the new student planners have arrived at our three main campuses: AEC SAC (B-8), REC (Main Office) and CEC (CEC Duplications). Also, he reminded everyone that these planners are great for goal setting and planning the next step on the educational ladder.

○ **Career & Academic Pathways Exploration Fair:**

Jose announced that the SAC Guided Pathways Exploration Fair has been scheduled on November, 14th from 10:00 AM – 1:00 PM.

○ **Continuing Education Substitute Absence System-Pilot Training for ESL Faculty:**

Jose invited faculty to participate in a pilot training of our Continuing Education Substitute Absence System. Jose mentioned that in the near future, substitute assignments will be released via this system to simplify the process of reporting absences, substitute availability forms, and notification of substitute assignments. See schedule below.

- Monday, September 9 4:45 PM - 5:45 PM CEC- Room E-110 or
- Thursday, September 12 11:00 AM - 12:00 PM CEC-Room E-110

Other

Adjournment:

The meeting ended at 5:00 p.m.

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