

231 Committee Minutes

7/23/15

Members Present: Dean Barbara Pongsrikul, Corinne Layton, Gretchen Bitterlin, Carolyn McGavock, Ann Marie Holzknecht, Magdalena Kwiatkowski, Lydia Hammett, Steve Gwynne, Mary LeDuc.

1. Review of goals from summer 231 Committee Retreat

Corinne passed out a list of goals that we identified in small groups at our June retreat. The goals fell into the following categories: 1) Course Outlines, 2) Staff Development, 3) Placement/Assessment/Orientation, 4) VESL and 5) Technology.

Action Item: Corinne will work with Cindy on developing an online survey for the chairs to complete to prioritize our goals for the coming year.

2. Administrative Tech Report

- Mary discussed changes to our new system.
- Mileage is due every month by the fifth of the month; mileage that is submitted late will require a written justification.
- Travel Requests need to be submitted by the 10th day after travel is completed. Late requests will need a written justification.
- The Staples Orders need to be submitted online with no more than 40 line items. When you receive your orders, submit all packing slips to Mary.
- The system she is using for ordering books for the classroom is working faster.

Action Item: Send Mary your Excel Spreadsheet order for any classroom books as soon as possible to ensure delivery before the fall semester begins.

3. Dean's Report

- The new President visited Mid-City yesterday (7/22). Barbara gave him a tour of the building and our classes. The President will be meeting with Corinne and would like to attend a 231 meeting so that he can meet the other members of our leadership team.
- Miramar will have a new Citizenship class two evenings a week.
- There will be two classes with childcare at Balboa.
- Barbara had a meeting with the new principal at Edison. They are trying to find funding for childcare.

- Joyner Middle School is interested in an ESL class. They may be able to provide childcare.
- There will be a request on the August 27 SDCCD Board Docket to backfill 4 instructional aide positions.
- There will be a packing/moving party at Centre City on Monday, July 27.
- Smart Carts will be sent from Centre City to Mid-City.

4. Fall Flex Activities

- Our ESL Program Meetings will be on Wednesday, 9/2 (1-4 p.m.) at ECC and Thursday 9/3 (6-9 p.m.) at Mid-City.
- The meeting will include a Power Point with our data from last year, highlights of the previous year (e.g. Student Equity Writing Tutoring Program, Community Partners Events) and what's new in 2015/16 (e.g. Citizenship Hybrid, new VESL class at Miramar).
- In addition, about half of the meeting will be dedicated to Accreditation. It was determined at the Dean/Program Chair Retreat that the Program meeting was the best time to get feedback from the greatest number of faculty. Corinne shared an activity she is working on to get information for the four focus groups: Curriculum, Instructional Program, Use of Assessment and Student Support Services. At the various Program Meetings faculty will work in small groups and respond to guide questions. They will also have an opportunity to discuss the program's strengths and prioritize key issues related to the four focus groups. At our ESL meeting we will focus on curriculum, instruction and assessment.

Action Item: Corinne will paraphrase the Guide questions to make them more comprehensible and easier for faculty to answer.

- The campus meetings of ECC, Miramar, CE Mesa and West City will take place at ECC on September 3 from 8:45-11:45; the Mid-City and Chavez meetings will take place at their own campuses from 8:30 to 11:30.

Action Item: Corinne will prepare a draft of the campus meeting agenda to be shared at our back-to-school meeting on August 26.

5. Placement

Feedback from placement training

- Corinne and Gretchen shared feedback from the placement trainings which were also attended by the APC's present at today's meeting.
- The instructional assistants have given positive feedback about the training. They enjoyed the training video on using the speaking

assessment and the opportunity to get together and meet with assistants from the other campuses.

- We talked about having an instructional aide meeting at the beginning of the spring semester that focused primarily on issues.
- Gretchen suggested having a meeting in the fall to discuss best practices.
- Some issues were discussed at the training regarding students trying to get around the placement process and place themselves in classes or change their placement. The IA's were told to direct any students who have an issue with their placement to the APC.

Action Item: We will need to decide if we should have another meeting for the instructional assistants during the fall or beginning of spring semester.

Aide coverage for August and first day of school

- We talked about whether there was enough aide coverage for pre-registration and registration the first week of school. Lydia mentioned that teachers have offered to volunteer to help at Mid-City during pre-registration.
- Gretchen asked if there would be money for Aldamay Rudisuhli to supervise the pre-registration process at Miramar (along with Laurel).

Fall aide schedule/issues with schedule

- We also talked about the issue of instructional assistants interviewing with more than one APC about an assignment. Gretchen offered to coordinate hiring of aides to avoid aides going to different APC's and being offered too many total hours.

Action Item: The APC's were asked to send Gretchen an e-mail if their campus has a need for instructional aides for the fall semester.

- Gretchen mentioned that there is a new profile form that she will send out electronically.

6. Orientation

- The ESL Learner Persistence Committee developed new Power Points for Beginning and Intermediate/Advanced level students for Orientation. The Power Points are being customized for each campus.

- We talked about how orientation has been done in the past and what the plan is for the fall semester at each campus.

7. Demonstration Lesson

- Corinne discussed her goal to add a grammar lesson as a technique for the demo lessons (as an option to the Early Production technique) when there is a need for teachers for intermediate/advanced level classes.
- She passed out a Demo Lesson Rating Form for the Grammar Lesson.
- The Committee members approved of the plan to add another type of technique for the demo lessons, especially with the need for instructors who can teach more academic high intermediate/advanced level classes.

8. Nominations for OTAN's On-line Teaching Academy (OTAC) and Technology Integration Mentor Academy (TIMAC)

- We discussed nominating someone for the OTAN academies. Several faculty members were suggested.

Action Item: APC's can send names of other faculty members they would like to nominate. Corinne needs to check the deadline for nominations. We need to make a final decision about nominations.

9. Other Items:

- There is a new representative for Cambridge – Helen Mahshi. Helen would like to meet the members of the 231 Committee and offered to set a date to take them out to lunch. Gretchen mentioned that she is having lunch with Helen on August 18; if anyone is available, they are welcome to join her.
- Corinne mentioned that the rep from Oxford called her to let her know that Oxford has plans to develop a new core textbook and would like to seek input from faculty in the fall.
- Gretchen mentioned that teachers have been asking for the dates of CASAS Testing in the fall/spring as they are preparing their syllabus.

Action Items: Gretchen will send out the contact information for the new Cambridge representative as well as the dates for CASAS Testing.

Reminder: Back to school meeting: August 26, 12:00 to 5:00 p.m., Mid-City Room 117. Lunch will be provided by the Dean.

Submitted by Corinne Layton, ESL Program Chair