

231 Committee Retreat Minutes

May 26, 2016: 9:00 a.m.-5:00 p.m.

Members Present: Corinne Layton, Barbara Pongsrikul, Mary LeDuc, Gretchen Bitterlin, Ann Marie Holzknecht, Carolyn McGavock, Lydia Hammett, Steve Gwynne, Jim Brice, Magdalena Kwiatkowski, Ann McCrory, Cindy Wislofsky, Jan Forstrom, Stephanie Thomas, Mechelle Perrott (afternoon), Donna Price (afternoon).

- 1. Reviewed prioritized goals that we had identified for 2015-16**
 - Corinne provided a hand-out in the 2016 Retreat binder with information on whether goal was accomplished, partially accomplished/in progress or planned for fall.
- 2. Reviewed summary of ESL Program accomplishments of 2015-16 (Corinne provided a comprehensive list of accomplishments in the binder.)**
- 3. Reviewed ESL's Strategic Planning One Year Goals and AEBG Requests for Funding in groups**
 - **Goal 1 – Serve more ESL students by developing and increasing on-line courses (Steve, Jim, Stephanie)**
 - Remove Burlington from goal and make it generic as may want to change curriculum at some point.
 - Include 'blended learning' wording better.
 - Create videos of Ss' oral presentations to document skills.
 - **Goal 2 – Create pathways for ESL students (Carolyn, Ann, Gretchen, Corinne)**
 - Formalize goal setting so students have the opportunity to meet with a counselor to develop education plan.
 - Collaborate with counseling to streamline process to be similar at each campus.
 - 2.12 Release time to coordinate field trips, invite guest speakers.
 - Create course/module to improve reading skills to meet reading requirements.
 - 2.2 Provide childcare in elementary schools to serve more ESL students in career pathways.
 - **Goal 3 - Update and maintain technology in classrooms that do not meet district technology standards or which is required to support grant requirements (Ann Marie, Cindy, Lydia, Mary)**
 - Find sources and budget for yearly software subscriptions/licenses/memberships. More software is only available online for a specific period of time (e.g. 12 months).

- **Goal 4 – Revise existing ESL Course Outlines and create new course outlines, all with options for distance learning (Jan, Magda)**
 - Revised Citizenship, Intermediate High, Intermediate Low, Advanced High, Advanced Low; working on Transition to College; Jan will be working on additional course outlines for her sabbatical in the fall.
- **Goal 5 - Conduct a research study (Fall 2016/Spring 2017 in collaboration with the CE Office of Institutional Effectiveness on the relationship of the Writing Tutor Program to course completion and transition to other programs (e.g. high school/GED, career training) and college**
 - We briefly discussed the research study; District Research Analyst Jessica Luedtke has been working with Ingrid Greenberg to determine research questions and action steps.

4. Update on fall schedule and miscellaneous Items (Barbara)

- Barbara is working on schedule now; needs fall schedule ideas by June 10
- New class ideas can be determined by student surveys about new classes (pre-vocational), off-site contacts, teacher ideas especially to meet new needs in community, APCs can do own campus surveys.
- We will need to fill assignments for 3 - 100% retirements (Toan, Marina V., Gretchen), 2 level 1s to fill, level 4 morning, ECC afternoon lab, etc.
- We will need to fill an assignment for a contract that has been reduced from 100% to 50% (Colleen F.): morning intermediate prevocational ESL class is open.
- Some teachers have requested campus changes.
- ECC would be a good campus to offer VESL in the evening as students have expressed an interest in job-training.
- Online classes- synchronous model: equipment is not set up to support this model.
- Discussion about 6 or 9 week online courses: Issues – Would teachers qualify for Flex? How would we transfer students from one course CRN# to the next?
- Ingrid G., Emma, Margaret P., Steve G., Monica C., Cristina A. have expressed interest in teaching an online VESL class for fall. Steve discussed idea of having a three-week special on-line class in August using Burlington English.
- We should be surveying students at each campus to determine workplace interest; provide career readiness focus.
- Classes should have more of a workplace/career readiness focus in evening since many of the evening students are workers.
- We are considering offering a 3/4 combo and level 6 VESL class at CE Mesa.
- We may start with some class changes in the fall and then increase changes in the spring.

Miscellaneous:

- Think about Chromebooks as alternative to labs, especially if labs are not available.
- Integrate more workplace skills/communication in every class.
- July 1 is the deadline to order class sets or loaner books.

Example: For *Project Success*, students pay \$20 for access code, which should be a way to capture students' time doing online workbook activities, if classes switch to *Project Success*, teachers will need training.

- Orientation: Barbara is working on having 1 CRN for orientation at the same time at different campuses.
- There will be empty classrooms at colleges for four weeks during the summer: Could we hold some short term classes there, especially at Miramar?
- Barbara has priority of assignment list.
- FTEs up 15%, Barbara is willing to try new early morning classes, Friday evening and Saturday morning classes
- Margaret P. translated ESL flyers into Spanish and is using key words to attract students.

5. Planning for Fall Flex Program Meeting

- First half of meeting will be the presentation to the whole group in the ECC Theater discussing general topics such as Accreditation, Last Year's Data, CASAS E-testing, WIOA Update, Education Plans.
- Level break-out meetings: strategies to incorporate College and Career Readiness Standards in our existing classes: give practical ideas, e.g. use the Destinations Chart plus supplemental activities that were developed with the ESL Student Guide; discussion about developing SLO's for listening/speaking/reading and how SLO's for writing could relate to workplace readiness – e.g. writing a business letter instead of an essay.

6. Action Steps for Strategic Planning Five-Year Plan

- As a whole group, we reviewed the goals for the five-year plan and further developed our action steps.
- Corinne will finalize Strategic Planning One-Year and Five-Year Plan and send to Michelle Fischthal by May 31.

7. EL Civics (Jan, Stephanie)

- Provided and discussed the following hand-outs in binder: EL Civics Report 2015-16; EL Civics Current Needs and Related Goals for 2016-17, Text Complexity Ratings for EL Civics Objective #11 Advanced High, Instructor Survey Results and also the two options for students passing EL Civics assessments – bookmark or certificate.

8. Citizenship/Volunteers (Mechelle)

- The On-line Citizenship Class that Carol Kelsall taught as a pilot at CE Mesa this spring will continue in the fall. Mechelle provided a hand-out with information about the students who took the first on-line class (e.g. if they have sent in N400 application, if they had taken a Citizenship class before, how they heard about class).
- Mechelle is training a new Citizenship instructor: Margaret Posner will be team-teaching with Mechelle in the morning Citizenship class at Mid-City.
- Mechelle talked about our successful collaboration with the USS Midway to provide volunteers in Citizenship and ESL classes; provided a table with the names of volunteers and their classroom assignment.

9. Next 231 Committee Meeting: Friday, June 17, 2016

Note: During the day the topic of summer syllabi came up. SLOs (Institutional, Program and Course) should be on every summer syllabus; the syllabi will serve as evidence in the Accreditation Dropbox. It was suggested that we provide a template for each of the levels with the appropriate SLO's. Corinne will work on the templates and send them out to faculty.

Minutes submitted by Corinne Layton and Cindy Wislofsky