

**ESOL Department
Meeting Agenda
Wednesday, March 8, 2017
12:10 to 1:00 pm, T-450**

1. Early Alert (Alex Lee — ESOL Liaison in the Counseling Department)

Early alert is a tool that notifies counselors about students who are struggling in their classes and students who we are concerned about (even regarding circumstances outside of class). Alex reaches out to students who are designated by faculty in Passport to try to match them with services to support their academic success.

Alex distributed handouts -- a visual guide to using the tool and language to put in your syllabus. Email Alex with questions or concerns. His office is on the third floor in the Counseling Dept.

Please share the student's preferred contact info in the comment box in the Early Alert tool. Let your students know that you are participating in this project and that the purpose is to help them be successful in their classes.

Access this tool through your Passport account. If you've already spoken to the student about the issue and want Alex to follow up, click on the student's name in Passport and click the Early Alert button.

Alex will follow up with faculty member after the fact to let us know what happened.

You may use Early Alert to notify counselors when a student is misplaced. Alex will help the student develop an education plan so that they will get on track the following semester.

2. Smart Classrooms Update (Blake Johnson -- Technology Planning Committee)

Smart Carts: We need to make a formal petition to Tech Planning Committee (email Blake and Denise) to improve the process for allocating smart carts. They will meet next week. We need a new process for allocating smart carts. The committee should review procedures, and a new process would need to be ratified by the Faculty Senate.

Smart Classrooms: The Chancellor has promised 60 upgraded classrooms by June — 60 classrooms will be installed with "bare bones" audiovisual equipment (\$13,000–\$15,000/classroom). Bare bones equipment will include:

Computer access point

Speakers

Projector

Maybe a laptop

(No document camera)

It would be about \$1.57 million to transform all classrooms.

In late March, there will be a prototype classroom.

We will still have smart carts, so the document camera should be more accessible once these prototype classrooms are in place.

Originally, we were talking about an entire classroom upgrade including white boards, furniture, etc. The Chancellor is not going to address these issues at this time. Laney will have to find funding for this kind of upgrade.

Laney has no technology budget. We are going to try to get another bond, but that's not guaranteed. In fact, some of our budgets will be cut.

The good news is the classrooms are going to be upgraded. There is a lot of acknowledged pressure at the District that Laney needs resources. Chancellor seems to see that Laney needs support if the District is going to be successful.

3. Faculty Senate Resolution on Faculty Prioritization (Barbara)

We are trying to hire a full-time replacement for Lisa Cook.

The Interim President took ESOL off the list of full-time hire recommendations that the Faculty Prioritization Committee created. It has been deemed that the final decision go to the permanent President who fills her position but the decision is basically hers. We are hoping that ESOL gets put back on the list once the new President starts on March 30.

4. Non-Credit Classes at the Alameda County Family Justice Center (David)

David and Chuen visited the Alameda County Family Justice Center, a branch of the Alameda County District Attorney's office. They are an organization that supports battered women and victims of rape and abuse. They help women navigate community resources. About 40% of their clients are non native speakers, mostly Latina, and they want to offer onsite non-credit ESOL classes. They have classroom space. The center is on 27th street between Telegraph and Broadway. They want between 15-20 students in a class. They have childcare onsite and will provide free transportation for the students. The chancellor is onboard. We are waiting to see when the non-credit course outlines/classes will be approved by the State.

5. Announcements (David)

- Part-timer class recommendations for fall will be out in about a week (March 16-17)
- Accelerating students – A & R deadline: rosters to David by April 5th, week 11.
- Betty, Chuen's assistant, left for greener pastures. Email Chuen and David for now when you are sick.

Erika asked everyone to sign a petition advocating for the union to recommend we split the money the District is giving instructors for a raise 50-50 between part-time and full-time instructors.